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ABSTRACT

This guide to vocational curriculum resources for bilingual students consists of instructional checklists for resources identified in the following areas: auto mechanics, basic math skills, basic reading skills, business education, career education, carpentry, custodial and maintenance, distributive education, electricity/electronics, engineering, food industries, health occupations, home economics/needle trades, life skills/consumer education, machine shop, safety, welding, and professional resources. Each checklist follows a typical format that includes the following sections: (1) title block, (2) intended use, (3) bilingual features, (4) instructional format, (5) non-print material format, (6) special features, (7) material readability, (8) illustrations, (9) print material format, (10) description, (11) comments, and (12) recommendation. A list of publishers/producers contacted during the search for curriculum materials is appended. (LRA)

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VOCATIONAL CURRICULUM RESOURCES

FOR BILINGUAL STUDENTS

A Guide to Print and Non-Print Instructional Materials

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1979

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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INTRODUCTION

Vocational Curriculum Resources for Bilingual Students is the result of a nation-wide search for resources which are suitable for bilingual students in vocational programs. Emphasis in the search was placed on resources having high interest and low reading levels, and specific features for bilingual students.

This guide consists of an "Instructional Checklist" for each resource. The Checklist was developed at the Maryland Vocational Curriculum Research and Development Center (MVCRDC), field tested and then revised to its present form. The Checklist conveys evaluative information such as usability, suitability, and recommendations in the *description* and *comments* sections. Other, more objective criteria are categorized in such areas as *readability, format (instructional, print, and non-print), intended use, etc.* Criteria are checked as applicable for each resource. The information presented in the Checklist will, in many cases, enable educators to make purchase decisions. Local education agencies will find this guide beneficial in the adoption, modification and implementation of curriculum materials for use with bilingual students in vocational programs.

At the end of this guide is a listing of the producers/publishers contacted during the MVCRDC's search. Complete addresses are listed so that users will be able to acquire their own catalogs or additional information about available instructional resources.

Educators in Maryland are encouraged to inspect, review, and use the curriculum resources for bilingual students available at the MVCRDC. It will be noted in the *comments* section of the Checklist if a resource cited in the guide is not available at the MVCRDC.

Resource guides listing vocational curriculum materials for teachers of handicapped and disadvantaged students have also been compiled by the MVCRDC. There is an overlapping of suitability requirements among these three populations, allowing some resources to be useable with more than one group. However, each resource, regardless of the fact that it may be suitable for one or both of the other populations, is listed in only one guide. Users should check their vocational areas of interest in each guide for the widest selection of resources available.

Explanation of the Review Format

The "Instructional Checklist" consists of several different areas which provide the user with a detailed description of a resource's components and desirability.

The following areas appear on the front side of the Checklist:

- *TITLE BLOCK* lists the title, author, publication information, order number(s), price(s), vocational subject area, and the primary native language population for which the resource is intended.
- *INTENDED USE* specifies the primary user of the resource (student, teacher, or administrator) and the educational level (secondary, post-secondary, or adult education).
- *BILINGUAL FEATURES* describes the ways the resource helps students develop their English reading, writing, and speaking skills.
- *INSTRUCTIONAL FORMAT* indicates the elements or components which comprise the resource.
- *NON-PRINT MATERIAL FORMAT* describes the type and length of audio-visual media.
- *SPECIAL FEATURES FOR STUDENTS* addresses specific characteristics which have been identified as beneficial to the vocational education of bilingual students.
- *MATERIAL READABILITY* indicates copy format and reading levels (determined by the Fry formula, unless otherwise indicated).
- *ILLUSTRATIONS* describes the type of visuals included, such as cartoons, charts, and photographs.
- *PRINT MATERIAL FORMAT* lists the method of binding and number of pages in a printed instructional resource.

The reverse side of each form contains these areas:

- *DESCRIPTION* is a succinct, objective statement regarding the resource's content and design, frequently including chapter headings.
- *COMMENTS* provide the reviewers with a subjective evaluation of the resource, notes stereotypes and biases, and indicates reasons for recommendation or rejection.
- *RECOMMENDATION* is based on the overall suitability of the resource. Resources are generally recommended unless they are technically or pedagogically unsound, very difficult to obtain, contain unsuitable language, etc. Evidence supporting the evaluator's recommendation is found in the area entitled *comments*.

Explanation of the Table of Contents

Instructional resources may be listed in one of the following ways:

- *VOCATIONAL SUBJECT AREA*, if the resource is designed primarily to teach students subject matter in a vocational class. Subject areas range from Automobile Mechanics to Welding.
- *BASIC READING/MATH SKILLS*, if the resource is designed primarily to teach students prerequisite reading or computation skills in order for them to succeed in a vocational course it is included here. These resources teach reading/math within a vocational context.
- *CROSS-REFERENCED*, if the resource fits into more than one subject area, it will be listed in each, but all listings will refer to the same page in the guide.

PREFACE

The 1974 Bilingual Education Act and P.L. 93-380 authorize assistance to develop and disseminate curriculum and teaching materials. In 1977, testimony before the National Advisory Council on Bilingual Education stressed the immediate demand for secondary level vocational and career education materials.

Vocational Curriculum Resources for Bilingual Students represents the MVCRDC's efforts to provide a comprehensive, up-to-date review of vocational education resources available for bilingual learners.

Mention of publishers, trade names, or particular producers in no way constitutes endorsement of a resource by the Maryland Vocational Curriculum Research and Development Center or the Division of Vocational-Technical Education, Maryland State Department of Education.

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APPENDIX 142

TITLE: REPARACION RAPIDA DE RADIOS DE AUTOMOVIL

AUTHOR: Heath

SOURCE: Heffernan
School Supply Company, Inc.
2111 West Avenue
San Antonio, Texas 78201

COPYRIGHT: 1964 1979 PRICE: $4.95 ORDER NO. :

SUBJECT AREA: Auto Mechanics

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
● teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
● native language only

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
0 individual instruction
● group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

● reading level: Adult grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 150

VCRD MARYLAND

DESCRIPTION

The topics covered include: types of receivers, radio circuits, parts to be replaced, servicing/trouble-shooting. It could be used as a classroom text to supplement other texts on auto repair, or as an electronics manual. It seems appropriate for high school or adult students, without necessarily requiring experience in auto maintenance.

COMMENTS

There are diagrams and fairly simple directions to facilitate understanding. The vocabulary is not too complicated.

● RECOMMENDED 0 NOT RECOMMENDED

VC RD

TITLE: ARITHMETICAL PARA ENFERMERIA

AUTHOR: Lipsey

SOURCE: The Bilingual Publications Co.
1966 Broadway
New York, N.Y. 10023

COPYRIGHT: 1971 1979 PRICE: $6.95 ORDER NO. : 992812 18080

SUBJECT AREA: Basic Math Skills

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: 7th grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: 228

VCRD

DESCRIPTION

Topics covered are: common fractions, decimal fractions, ratio and proportion, percentages, systems of measurement.

It could be used at both secondary and post-secondary level, individually and/or as a classroom text. It presupposes an elementary knowledge of basic math functions.

COMMENTS

The text gives interesting problems in everyday math for the student to solve. Students can pace themselves and check their answers. The explanations are clear and detailed enough for easy comprehension - given in clear, logical steps. Level of vocabulary is elementary. There is also an appendix containing tables of measurement.

0 RECOMMENDED 0 NOT RECOMMENDED

VC RD MARYLAND

TITLE: COMBINATION NUMBER FACTS, VOLUME 3, ELEMENTARY MATH FACTS: MEASUREMENT (Matematica Elementaria Problemas Basicas)

AUTHOR:

SOURCE: Science Sound Filmstrips
Educational Activities, Inc.
P.O. Box 392
Freeport, N.Y. 11520

COPYRIGHT: 1972 1979 PRICE: $7.95 ORDER NO. : AC 792

SUBJECT AREA: Basic Math Skills

NATIVE LANGUAGE: English/Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
● provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
● student activities
● student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
● answer key
0 teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
● cassette tapes
● length: 20 minutes each
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
● native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: _____

VCRD

DESCRIPTION

Tapes deal with basic number facts and combinations (addition, subtraction, division and multiplication) using 2, 3, or 4 operations, also with measurement (length, time, liquid measure, money, etc.) Difficulty and speed increase on the second side of the tapes.

They can be used individually or as a group exercise for any level from elementary - adult. Could also be used diagnostically to pinpoint areas of weakness.

COMMENTS

Although suggested for grades 4-8, these tapes could be used with adults lacking basic math skills (innumeracy) or with ESL students as a listening comprehension exercise.

Directions are clear and simple and illustrated with examples at the beginning. Positive reinforcement is immediate and encouraging.

Good for ESL students as can be played back if not understood at first.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: ENGLISH VIETNAMESE SCIENTIFIC TERMINOLOGY FOR HIGH SCHOOL AND JUNIOR COLLEGE STUDENTS: BOOK 1: MATHEMATICS

AUTHOR:

SOURCE: Babel Corporation
2168 Shattuck Avenue
Room 217
Berkeley, California 94704

COPYRIGHT: 1979 PRICE: $2.20 ORDER NO.: 1110

SUBJECT AREA: Basic Math Skills

NATIVE LANGUAGE: Vietnamese

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator: _____
● reading level: secondary grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 55

DESCRIPTION

The San Francisco Bay Area Bilingual Education League has produced this dictionary, among others to aid Vietnamese students in grasping technical terminology. English terms are listed with their Vietnamese equivalents. A few line drawings serve to amplify the text.

COMMENTS

The title expresses the limitations of this material. The students should already have had some training in their own language and should need assistance only in associating the concept with the proper English word. How the material is utilized depends on the teacher's knowledge of Vietnamese.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: FUNDAMENTAL MATH WORKBOOK 1 & 2

AUTHOR: Dewar

SOURCE: Institute of Modern Languages, Inc.
2622 Pittman Drive
Silver Spring, Maryland 20910

COPYRIGHT: 1972 1979 PRICE: $3.16(each) 2.36 (key) ORDER NO.: Part 1 043-5-1431; Part 2 044-3-1432; Key 045-1-1433

SUBJECT AREA: Basic Math Skills

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
● student activities
0 student work sheets
0 consumable materials included
● review questions
● pretest and/or post-test
● answer key
0 teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
0 secondary
0 post-secondary
● adult education

MATERIAL READABILITY

0 large print format
● generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
● charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 103 wkbk. 1
121 wkbk. 2

VCRD

DESCRIPTION

Each workbook is divided into 10 lessons. Each lesson provides simple explanations of mathematical concepts, exercises to reinforce concepts, and a glossary of mathematical terminology. The Math I workbook includes review exercises and a comprehensive examination over basic math skills and essential vocabulary.

COMMENTS

Workbooks are organized in an easy-to-understand and very useable format.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD MARYLAND

TITLE: MATEMATICA VOCATIONAL PARA EL COMERCIO

AUTHOR: Martin Ka, Rodriguez

SOURCE: South-Western Publishing Company
925 Spring Road
Pelham Manor, New York 10803

COPYRIGHT: 1979 1975 PRICE: $4.02 ORDER NO.: VIOM (Tchr. Man) VIO (Stu. Man)

SUBJECT AREA: Basic Math Skills

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- 0 develops favorable work attitudes/habits
- 0 identifies related work skills
- 0 promotes development of psychomotor skills
- ● provides immediate feedback
- 0 reinforces positive personal/social behavior
- ● avoids sex stereotyping
- 0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- ● student activities
- ● student work sheets
- ● consumable materials included
- ● review questions
- ● pretest and/or post-test
- ● answer key
- ● teachers handbook/manual simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- 0 English only (ESL)
- ● native language only

INTENDED USE

- ● student resource
- ● teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- 0 post-secondary
- ● adult education

MATERIAL READABILITY

- 0 large print format
- ● generous paragraph spacing
- 0 high interest motivator: _____
- 0 reading level: _____ grade (readability index: _____)
- 0 reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- ● charts/graphs
- ● color 0 b/w

PRINT MATERIAL FORMAT

- 0 hardbound ● paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine 86 (tchr. man.)
- ● number of pages: 303 (Stu. man.)

VCRD

DESCRIPTION

This is a text/workbook in basic commerical math. Decimals, fractions, percents, weights and measurement are introduced in the beginning chapters. The concepts are incorporated into the essentials of commerical application. Practice tests are given at subdivisions of the chapters. An accompaning teacher's manual includes tests for each subdivision and a final exam.

COMMENTS

This text introduces all information in an orderly and precise fashion. There is no charge for the teacher's manual when student book is adopted for class use. Both student and teacher manuals are available for review at MVCRDC.

● RECOMMENDED 0 NOT RECOMMENDED

MARYLAND VCRD

TITLE: MATHEMATICS TERMINOLOGY

AUTHOR: Hanh

SOURCE: Photo Copies
NADC
49 Washington Avenue
Cambridge, Massachusetts 02140

COPYRIGHT: 1975 1979 PRICE: $2.10 ORDER NO.: VI 513 H14M

SUBJECT AREA: Basic Math Skills

NATIVE LANGUAGE: Vietnamese

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
● procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
● generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 40

VCRD

DESCRIPTION

This is a terminology and symbol list with English and Vietnamese translations. There are 5 pages of symbols, an alphabetical list of geometric terms, and a list of algebraic terms. A few trigonometric terms are included in the pages of symbols.

COMMENTS

The copy is very poor and difficult to read. The list appears complete and helpful to math students. Symbols are defined, but terms are just given Vietnamese translation.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE MATH GLOSSARY

AUTHOR

SOURCE Arizona Bilingual Materials Development Center
College of Education, Box 601
University of Arizona
Tucson, Arizona 85721

COPYRIGHT: 1978 1979 PRICE: $1.75 ORDER NO. : 16

SUBJECT AREA: Basic Math Skills

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
● provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
● essential job vocabulary specified
● interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

● student resource
● teacher resource
0 administrator resource
0 individual instruction
0 group instruction
● secondary
- post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 22

VCRD

DESCRIPTION

This booklet lists the necessary vocabulary for Math instruction in bilingual programs. The terms are divided into subject area for easy reference. Geometry, measurements, numbers, arithmetic operations, signs, symbols, and other mathematical tools are translated-English to Spanish and Spanish to English.

COMMENTS

Booklet is an asset to any teacher with Spanish-speaking students who need immediate translation of mathematical terms.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: PRINCIPIOS DE COMERCIO CON FUNDAMENTOS MATEMATICOS

AUTHOR: Rodriguez De Rogue

SOURCE: South-Western Publishing Company
Departmento de Educiones en Espanol
5101 Madison Road
Cincinnati, Ohio U.S.A.

COPYRIGHT: 1975 1979 PRICE: $5.20 ORDER NO. : V15

SUBJECT AREA: Basic Math Skills

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- 0 develops favorable work attitudes/habits
- ● identifies related work skills
- 0 promotes development of psychomotor skills
- ● provides immediate feedback
- 0 reinforces positive personal/social behavior
- ● avoids sex stereotyping
- 0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- ● student activities
- 0 student work sheets
- 0 consumable materials included
- ● review questions
- 0 pretest and/or post-test
- 0 answer key
- ● teachers handbook/manual
- 0 simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- 0 English only (ESL)
- ● native language only

INTENDED USE

- ● student resource
- ● teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- 0 post-secondary
- 0 adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator: _____
- ● reading level: Secondary grade
  (readability index: _____)
- 0 reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- 0 color ● b/w

PRINT MATERIAL FORMAT

- ● hardbound 0 paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- ● number of pages: 393

VCRD

DESCRIPTION

Text contains units on whole numbers, fractions, and decimal, pictures, graphs, tables, and exercises and student learning. Answer key is provided for immediate feedback. Material presented is related to professional commerce in general.

COMMENTS

Teacher's manual lists vocabulary to be learned and various teaching methods for classroom use or as an individual resource. The material is presented in such a way that the student can relate the math concepts to real situations in the area of commerce.

● RECOMMENDED 0 NOT RECOMMENDED

VC RD

TITLE: SPEAKING OF NUMBERS: SKILL BUILDING IN ENGLISH AND ARITHMETIC (Worktext 1)

AUTHOR: Rusthoi

SOURCE: Institute of Modern Languages, Inc.
2622 Pittman Drive
Silver Spring, Md. 20910

COPYRIGHT: 1979 PRICE: $7.95 ORDER NO.: 1710

SUBJECT AREA: Basic Math Skills

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
● develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
● student activities
● student work sheets
0 consumable materials included
● review questions
0 pretest and/or post-test
● answer key
0 teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
● adult education

MATERIAL READABILITY

● large print format
● generous paragraph spacing
● high interest motivator: _____
0 reading level: _____ grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
● color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 149

VC RD

DESCRIPTION

Speaking of Numbers combines mathematics and English. This workbook includes pretests exercises, quizzes, exams, crossword puzzles, and a post-test. Also provided is practice in writing, spelling, vocabulary, building, sentence formation, and arithmetic building.

Tests are complete with achievement criteria and testing conditions (such as time limits).

COMMENTS

The book guides the student step by step, building and continually reinforcing the vocabulary, structures, and technical subject matter presented in each unit. The index includes a listing of the English structures used in this workbook as well as the main lexical items and where they first occur.

Each exercise has examples and clear directions, often using stick figures and dialogue as attention-getters. At the bottom of the exercises, "Notes" to teachers instruct how to best utilize the exercises - for example, by asking students to read the numbers aloud for correct pronunciation.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: ADULT BASIC LITERARY EDUCATION SKILLS TEXTS (series of 4)

AUTHOR: Rousseau

SOURCE: Lancaster-Lebanon Intermediate Unit
1110 Enterprise Road
East Petersburgh, Pennsylvania 17520

COPYRIGHT: 1976 1979 PRICE: $1.25/ea. ORDER NO. :

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- ● identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- ● reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- ● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- 0 subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- 0 student activities
- 0 student work sheets
- 0 consumable materials included
- 0 review questions
- 0 pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- 0 simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- ● recognition of cultural differences
- ● progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- ● English only (ESL)
- 0 native language only

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- ● individual instruction
- 0 group instruction
- 0 secondary
- 0 post-secondary
- ● adult education

MATERIAL READABILITY

- ● large print format
- ● generous paragraph spacing
- ● high interest motivator: many current pictures
- ● reading level: 4-5 grade (readability index: Fry)
- ● reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- ● photographs
- 0 charts/graphs
- 0 color ● b/w

PRINT MATERIAL FORMAT

- 0 hardbound ● paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- ● number of pages: 36

VCRD

DESCRIPTION

Series of 4 short texts include: Money Management, Communications, Occupations, and Community Service. Texts communicate through pictures more than words. The easy reading material on each page corresponds with the pictures on that page and teaches only a few simple concepts. Pictures are contemporary showing realistic people and situations. While attempt is made to represent a variety of races and both sexes, sex roles are still stereotyped in male employer/female employee situations.

COMMENTS

Information will be helpful for the foreign student unfamiliar with the American culture and language. Disadvantaged American students would find the information and writing style insulting.

• RECOMMENDED 0 NOT RECOMMENDED

VCRD

TITLE: BUILDING AMERICAN ENGLISH: OIL

AUTHOR: Garcia

SOURCE: Institute of Modern Languages
2622 Pitman Drive
Silver Spring, Maryland 20910

COPYRIGHT: 1978 1979 PRICE: $4.95 ORDER NO.: 0-88499-512-7

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE:

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
● develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
● promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
● student activities
● student work sheets
0 consumable materials included
● review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____ mm
0 film reel to reel _____ mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
● progressive development of English skills
● procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
0 individual instruction
● group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
● high interest motivator: references to nationals of other oil producing countries
● reading level: 3 - 6 grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
0 charts/graphs
● color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 54

VCRD

DESCRIPTION

Each lesson in this student text-workbook consists of conversation/ dialogues, grammar examples, and a paragraph for reading/listening as well as a vocabluary list and questions. Methodology used is situational reinforcement(SR).

Extensive illustrations consist of both line drawings and photographs of actual equipment, facilities, and working activities connected with the oil industry. At the back of the book are Structure Summary Charts which may be helpful in utilizing a structural linguistics approach - assisting the student in identifying language patterns.

COMMENTS

The progressive development of English skills and the stress on job-related vocabulary and other language skills, as well as the extensive use of pictures, are strong features of this text.

Conversations and other content areas refer to nationals of non-English-speaking, oil-producing nations which may make non-American students feel welcomed. This item could also be helpful to the ESL teacher who is not familiar with the technical area but who can teach the vocabulary and technical terms when identified.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE: COMO TRABAJAR O COMMUNICAR. . ./HOW TO WORK OR COMMUNICATE IN. . . (Series of 4)

AUTHOR:

SOURCE: Newhouse Press
P. O. Box 76145
Los Angeles, California 90076

COPYRIGHT: 1977 1979 PRICE: $3.95/title ORDER NO.: Individually by Title

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
● provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
● essential job vocabulary specified
● interlinear translation
0 page-by-page translation
● English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
● generous paragraph spacing
0 high interest motivator:
_____
● reading level: intermediate grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 75-85 each book

VCRD

DESCRIPTION

Titles of series:

How to Work or Communicate in a Private Home
How to Work or Communicate in a Restaurant or Bar
How to Work or Communicate in a Hotel, Motel, or Inn
How to Work or Communicate in a Hospital

Written in Spanish and English, each book consists of common expressions, dialogues, objects, situations, etc. encountered in the 4 environments listed by title. Common objects named are illustrated with simple sketches.

The book attempt to provide the bilingual student with English questions and responses that may be essential in particular situations.

COMMENTS

The books provide good references for the foreign-born student unfamiliar with both the English language and the kinds of dialogue that would be required in a variety of situations.

There are no practice drills, explanations, or additional information given - just translations of common words and phrases. Recommended for the student motivated to study, memorize, and learn on his/her own.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: CONCISE ENGLISH - KOREAN DICTIONARY, ROMANIZED

AUTHOR: Underwood

SOURCE:
Charles E. Tuttle
Drawer F
Rutland, Vermont 05701

COPYRIGHT: 1954 1979 PRICE: $3.25 ORDER NO.: By title

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: Korean

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: 320

VCRD

DESCRIPTION

A small (approximately 3" X 5½") dictionary with small, but very readable print. Words are listed alphabetically in English, with the Korean pronunciation following, then the Korean symbols.

COMMENTS

Because the words are listed first in English, this dictionary may be more suitable for a person learning Korean, rather than a native Korean learning English. For this reason, it's recommended to the teacher of Korean ESL students, rather than the students.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD MARYLAND

TITLE: A CONVERSATION BOOK: ENGLISH IN EVERYDAY LIFE (books I and II)

AUTHOR: Carver and Fotinos

SOURCE: Prentice Hall, Inc.
Englewood Cliffs, New Jersey 07632

COPYRIGHT: 1977 1979 PRICE: _____ ORDER NO.: I 172239 II 172247

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- ● identifies related work skills
- ○ promotes development of psychomotor skills
- ● provides immediate feedback
- ● reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● consumable materials included
- ● review questions
- ○ pretest and/or post-test
- ○ answer key
- ○ teachers handbook/manual
- ● simple directions

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip _____mm
- ○ film reel to reel _____mm
- ○ 35mm slides
- ○ 35mm slides with cassette tapes
- ○ cassette tapes
- ○ length: _____ minutes
- ○ transparencies/transparency masters
- ○ games
- ○ color ○ b/w
- ○ other: _____

BILINGUAL FEATURES

- ● recognition of cultural differences
- ● progressive development of English skills
- ○ procedures for skill mastery specified
- ○ essential job vocabulary specified
- ○ interlinear translation
- ○ page-by-page translation
- ○ English translation with glossary
- ● English only (ESL)
- ○ native language only

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary
- ● adult education

MATERIAL READABILITY

- ● large print format
- ● generous paragraph spacing
- ● high interest motivator: creative activities
- ● reading level: 7 grade (readability index: Frye)
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ○ color ● b/w

PRINT MATERIAL FORMAT

- ○ hardbound ● paperbound
- ○ loose leaf ○ stapled
- ○ plastic spine
- ● number of pages: 208 book 1, 192 book 2

VCRD

DESCRIPTION

Resource is combination student text/student workbook/teacher guide. Chapters are filled with multiple suggested group activites, individual activity sheets, charts, graphs, cartoons, circle games, dialogues, role playing, conversation matrix games, and writing exercises. The group activities include many "questions for conversations" for teachers to utilize with groups of students.

Chapter headings in each book are different and include following examples:

- Getting to Know You
- Dates, Holidays, and Weather
- Shopping
- Employment
- Homes
- Leisure Time
- Health
- Travel and Transportation
- Family Life and Social Customs
- Where to Go; How to Get There; What to Say

COMMENTS

These are not intended to be grammar books, and the teacher may wish to use them in conjunction with any grammar text to teach more basic reading/writing skills. Book attempts to reflect sentence patterns most commonly used by Americans in everyday conversations, instead of restricting students to a rigidly graded sequence of grammar patterns inconsistent with how Americans actually speak.

A cross-cultural approach is used to help students develop an awareness of similarities and differences between customs, beliefs, and attitudes in their native countries and the United States.

Illustrations are up-to-date, realistic, and often humorous. Sex role stereotyping is minimal.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: DICCIONARIO PARA INGENIEROS

AUTHOR: Robb

SOURCE: Bilingual Publications Company
1966 Broadway
New York, New York 10023

COPYRIGHT: 1977 1979 PRICE: $27.50 ORDER NO. : by title

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: 664

VCRD

DESCRIPTION

This dictionary is divided into 2 sections: Spanish/English and English/Spanish. In the Spanish section, nouns are labelled as male or female gender. In both sections, abbreviations in parentheses refer to Spanish-speaking countries, and common engineering classification terms.

Pronunciation and syllable-breakdown is not given in either section.

COMMENTS

This dictionary is a fairly comprehensive effort to bring all branches of civil engineering up-to-date for the bilingual engineer who needs to translate written vocabulary. However, the dictionary would not be helpful for speaking or listening skills.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: DICCIONARIO TECHNICO DE TERMINOLOGIA COMERCIAL CONTABLE Y BANCARIA

AUTHOR: Bores

SOURCE: Bilingual Publications Co.
1966 Broadway
New York, N.Y. 10023

COPYRIGHT: 1978 1979 PRICE: $5.95 ORDER NO. : By title

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
● interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

● student resource
● teacher resource
● administrator resource
● individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 187

VCRD

DESCRIPTION

This Dictionary of Accounting and Bank Terminology is divided into 2 sections: Spanish-English and English-Spanish. Each section translates commonly used terms from A-Z. No long definitions or explanations are given; "definitions" consist of 1-3 word translations.

The book is small, with very small print. This accomodates its convenient, pocketbook size, but not its readability.

COMMENTS

A good reference book for Spanish or English person working with accounting/banking terminology in a bilingual setting.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: ENGLISH AS A SECOND LANGUAGE: CHINESE SUPPLEMENT FOR BEGINNING ENGLISH, VOLUME 5, Cambodian Supplement for Beginning English Volume II

AUTHOR:

SOURCE: Modulearn, Inc.
33157 Camino Capistrano
San Juan Capistrano, California 92675

COPYRIGHT: 1976 1979 PRICE: $3.95 ea. ORDER NO. : 413650

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: English/Chinese
English/Cambodian

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
● performance objectives
● student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
● teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
● progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
● interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
● reading level: adult grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 40 units
(not numbered)

VCRD

DESCRIPTION

This text proceeds from simple English conversations ("Hi, how are you?") to more advanced concepts such as looking for a part-time job. The work is graded according to difficulty and deals with cultural as well as grammatical concepts and differences. Could be used as an individual study guide, or as a classroom text. Useful for both teachers and student, as it explains what is being learned, gives objectives for each unit, etc.

COMMENTS

Good, basic text with emphasis on the cultural and grammatical differences between English and Chinese. Practical functional English is stressed and situations are well-chosen and topical. A creative teacher could expand upon the basic text and use many follow-up techniques. Not limited to reading skills only but could be used for all four skills (listening, speaking, reading, writing.)

● RECOMMENDED 0 NOT RECOMMENDED

TITLE: ENGLISH - LAO/LAO - ENGLISH DICTIONARY

AUTHOR: Marcus

SOURCE: Charles E. Tuttle
28 South Main Street
Rutland, VT 05701

COPYRIGHT: 1970 1979 PRICE: $6.75 ORDER NO.: by title

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: Laos

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

1 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
1 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

1 student resource
1 teacher resource
1 administrator resource
1 individual instruction
0 group instruction
1 secondary
1 post-secondary
1 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
1 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
1 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

1 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
1 number of pages: 415

VCRD

DESCRIPTION

This small dictionary is divided into 2 sections: English-Lao and Lao-English. Phonetics are used and explained in the English-Lao section, but tone marks are used in the Lao-English section. The differences in the alphabetizing system for each section are explained in the Introduction.

COMMENTS

While this dictionary does not claim extensive coverage of either the English or Laotian language, the dictionary is a handy, pocket-sized reference book for speakers of both languages.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: ENGLISH ON THE JOB: LEVELS 1, 2, 3

AUTHOR:

SOURCE: Wisconsin Vocational Studies Center
964 Educational Sciences Building
1025 West Johnson St.
Madison, Wisconsin 53706

COPYRIGHT: 1976 PRICE: 1979 $69.00 ORDER NO. : 203

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: Vietnamese

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: 30 minutes /side
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator: underlining, italics
0 reading level: _____ grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: 43 I
54 II
45 III

VCRD

DESCRIPTION

All 3 texts are designed to provide Vietnamese students with language skills needed in the world of work, along with an overview of available vocational diploma programs and career opportunities. The kinds of programs discussed in each text varies with the skills needed at an entry level. For example, in Health and Food Preparation, there are opportunities for a wide range of proficiency so these units were prepared on all 3 levels. On the other hand, a maintenance unit is only offered at level 1.

Each unit is a structural English lesson ranging from verb usage and contracts in Level 1 to the use of adverbs and adjectives in Level 3. Each lesson contains a Vocabulary list with Vietnamese translation or explanations. Next is a Dialogue and finally, a section of Exercises. The lessons also include suggestions for discussion topics, outside activities, and additional practice.

Each lesson also has a corresponding tape which includes the student objective, vocabulary, dialogue and reading sections. Directions for using the tapes are provided in both English and Vietnamese. The Vocabulary and Dialogues are in English only with slight pauses for student responses. The pace is fast

COMMENTS

0 RECOMMENDED 0 NOT RECOMMENDED

VCRD MARYLAND

TITLE: ENGLISH PRONUNCIATION EXERCISES FOR JAPANESE STUDENTS

AUTHOR: Grate

SOURCE: Regent's Publishing Company, Inc.
2 Park Avenue
New York, New York 10016

COPYRIGHT: 1974 1979 PRICE: $4.95 ORDER NO. : 18136

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: Japanese

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
● promotes development of psychomotor skills
● provides immediate feedback
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
● performance objectives
● student activities
● student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
● answer key
● teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
● progressive development of English skills
● procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
● generous paragraph spacing
● high interest motivator:
workbook format
● reading level: 6 - 7 grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 188

VCRD MARYLAND

DESCRIPTION

This book provides materials and procedures for intensive practice in English pronunciation, focusing on those sounds which most frequently present difficulty for Japanese students. Common intonation patterns and reduced forms are included. Vowel and consonant phonemes are presented by a combination of chart and sentence exercises. Ample practice material is provided, as well as a diagnostic test to identify each student's particular problems, and a diagram of the organs of speech.

Lessons 1-87 are divided into 5 sections:

(1) consonants, (2) vowels, (3) reduced forms, (4) additional chart exercises, and (5) intonation.

Each lesson begins with instructions (objectives) to students, indicating the kind of sounds and/or correct ways to say the words given in the exercises which follow.

COMMENTS

Instructions to students precede each exercise, which progress in levels of difficulty, building on the skills/concepts previously taught.

Instruction to teachers are contained in the Introduction of the text. Teaching procedures/methodology are presented in detail.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: ENGLISH THE EASY WAY

AUTHOR: Schachter, Clark

SOURCE: Southwestern Publishing Co.
925 Spring Road
Pelham Manor, N.Y. 10803

COPYRIGHT: 1977 1979 PRICE: $3.09 ORDER NO. : E87

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ○ develops career awareness
- ○ develops favorable work attitudes/habits
- ○ identifies related work skills
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

BILINGUAL FEATURES

- ● recognition of cultural differences
- ● progressive development of English skills
- ○ procedures for skill mastery specified
- ○ essential job vocabulary specified
- ○ interlinear translation
- ○ page-by-page translation
- ○ English translation with glossary
- ● English only (ESL)
- ○ native language only

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ○ consumable materials included
- ● review questions
- ○ pretest and/or post-test
- ● answer key
- ● teachers handbook/manual
- ○ simple directions

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary
- ● adult education

MATERIAL READABILITY

- ○ large print format
- ○ generous paragraph spacing
- ○ high interest motivator:

_____

- ● reading level: 5-6 grade

(readability index: _____)

- ○ reading level: professional

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip _____mm
- ○ film reel to reel _____mm
- ○ 35mm slides
- ○ 35mm slides with cassette tapes
- ○ cassette tapes
- ○ length: _____ minutes
- ○ transparencies/transparency masters
- ○ games
- ○ color ○ b/w
- ○ other: _____

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ color ● b/w

PRINT MATERIAL FORMAT

- ○ hardbound ● paperbound
- ○ loose leaf ○ stapled
- ○ plastic spine
- ● number of pages: 220

VCRD

DESCRIPTION

This student workbook contains a variety of exercises to increase the student's grammatical usage and vocabulary skills in English. The exercises are underlining or fill-in-the-blank type. The use of cartoons helps illustrate some concepts. The teacher's manual contains suggestions for use and answers to the exercises.

Content covers sentences, parts of speech, verb tenses, punctuation, correct usage of commonly misused words and writing skills.

COMMENTS

This manual purports to help non-English-speaking students increase their English skills, but a fairly high reading comprehension level is needed to use the material. Content is not vocationally oriented.

Use of cartoons and sentences stressing America's multi-cultural heritage may be an advantage.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: ENGLISH-VIETNAMESE PHRASEBOOK WITH USEFUL WORD LIST (FOR VIETNAMESE SPEAKERS)

AUTHOR: Hy Quang

SOURCE: National Indochinese Clearinghouse & Technical Assistance Center
Center for Applied Linguistics
1611 North Kent Street
Arlington, Virginia 22209

COPYRIGHT: 1975 1979 PRICE: $4.00 ORDER NO. :

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: Vietnamese

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: 8-10 minutes /unit
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: secondary grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: 142

VCRD

DESCRIPTION

The table of contents lists 19 units:

Coping with the Language
Useful Forms of Etiquette
Giving Information About Yourself
Recognizing Signs
Converting Weights and Measures
Using Numbers
Dealing with Money
Dealing with Time
Locating Things
Describing Things & People
Doing Things
Going Places
Conveying Information
Health
Food
Clothing
Housing
Jobs
About Schools

The two cassette tapes accompanying the phrasebook provide spoken models of both the English and Vietnamese phrases. Reading the two-line dialogues, the user says whichever is appropriate and listens to the other part as practice in listening comprehension.

COMMENTS

This phrasebook is not intended as a textbook for learning English step by step. It is intended as a handy pocket reference book which the user can turn to for immediate reference when an English phrase or word is needed.

The phrases are presented in the form of short, 2-line dialogues in 19 units covering a wide range of situations which a new Vietnamese resident may soon encounter upon arriving in the U.S.A. Two wordlists (English-Vietnamese and Vietnamese-English) of 1500 words each provide visual familiarity with written English, and the 2 cassette tapes accompanying the phrasebook provide spoken models of both the English and Vietnamese phrases.

0 RECOMMENDED 0 NOT RECOMMENDED

VC RD

TITLE: FOUNDATIONS FOR READING AND WRITING (workbooks 1 - 4)

AUTHOR: Bayley, Dale, and Sheeler

SOURCE: English Language Service
16250 Ventura Blvd., Suite 345
Encino, California 91436

COPYRIGHT: 142-1977, 344-1978 1979 PRICE: _____ ORDER NO. : _____

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
● develops career awareness
● develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
● reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
● student activities
● student work sheets
● consumable materials included
● review questions
● pretest and/or post-test
● answer key
0 teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
● progressive development of English skills
● procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
● adult education

MATERIAL READABILITY

0 large print format
● generous paragraph spacing
● high interest motivator:
activities, cartoons, games

● reading level: wkbk. 1,2--5 grade
wkbk. 3,4--4
(readability index: Frye)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 113 wkbk. 1
118 wkbk. 2
116 wkbk. 3
112 wkbk. 4

VCRD

DESCRIPTION

The aim of the workbooks is to isolate certain areas which cause difficulty for students in their writing and reading comprehension on all levels and to begin foundation practice in these areas on an elementary level. Practice is given in all 4 workbooks with (1) recognition and use of structural clues in words, phrases, sentences; (2) pronoun reference; (3) ellipsis; (4) punctuation as clue to meaning; (5) paragraph comprehension; and, (6) writing.

Exercises are in the form of dialogue completions, picture recognition, sentence completion, crossword puzzles, story telling, map identification, dictation, true/false questions, scrambled words, sentence comprehension, etc.

COMMENTS

All 4 workbooks are based on information/skills taught in books 1 - 4 Welcome to English, by the same publisher. The workbooks, however, need not be used in conjunction with the 4 texts.

Although the workbooks are not directed toward particular occupational areas or career education, the stories and examples are taken from real-life situations - predominantly worksituations. In this way bilingual students assimilate vocational information/familiarity indirectly, while learning reading skills.

Sex bias is shown in role stereotyping, with women and men pictured in traditional roles and an overabundance of the pronoun "he".

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: HOMONYMS/HOMONIMOS

AUTHOR: Newhouse

SOURCE: Newhouse Press
P.O. Box 76145
Los Angeles, Cal. 90076

COPYRIGHT: 1978 1979 PRICE: $9.95 cloth 6.95 paper ORDER NO. : By title

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
) 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
pictures

0 reading level: _____ grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: 247

VCRD

DESCRIPTION

The dictionary's Introduction is given in both Spanish and English. The differences between homonyms, homographs, heteronyms, stressonyms, antonyms, and synonyms are explained briefly in the Introduction.

Common homonyms are listed alphabetically with their definitions in both Spanish and English. Definitions are simple and short, often illustrated with labelled pictures.

The print is readable, with plenty of space between pairs of homonyms and their definitions.

COMMENTS

Although written especially for the Spanish bilingual student, this dictionary of common homonyms would be useful for any bilingual student who has difficulty with words that sound alike.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD MARYLAND

TITLE: ILLUSTRATED ABRIDGED VERSION OF THE ENCYCLOPEDIA OF HOMONYMS (ENGLISH VERSION) 'SOUND-ALIKES'

AUTHOR: Newhouse

SOURCE: Newhouse Press
P.O. Box 76145
Los Angeles, Cal. 90076

COPYRIGHT: 1978 1979 PRICE: $9.95 cloth 6.95 soft ORDER NO. : By title

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: Multiple

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator: pictures
0 reading level: _____ grade (readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: 247

DESCRIPTION

This dictionary is the English version of Homonyms/Homonimos, without the Spanish translations. Its introduction briefly explains the differences between homonyms, homographs, heteronyms, stressonyms, antonyms, and synonyms.

The print is very readable, with plenty of space between pairs of homonyms and their definitions. The definitions are brief, often illustrated with simple, labelled pictures.

COMMENTS

This dictionary would be useful for any student - bilingual or American - who has difficulty with words that sound alike.

0 RECOMMENDED 0 NOT RECOMMENDED

TITLE: THE LANGUAGE OF...IN ENGLISH
(8 titles of series available at MVCRDC)

AUTHOR: Norton, Knutsen

SOURCE: Bilingual Publishing Company
1966 Broadway
New York, New York 10023

COPYRIGHT: See back 1979 PRICE: $1.95 each ORDER NO. : By title

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

- # develops self-worth concept
- # develops career awareness
- # develops favorable work attitudes/habits
- # identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- 0 reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- 0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- # subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- # student activities
- 0 student work sheets
- 0 consumable materials included
- # review questions
- 0 pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- # simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- 0 English only (ESL)
- 0 native language only

INTENDED USE

- # student resource
- # teacher resource
- 0 administrator resource
- # individual instruction
- # group instruction
- # secondary
- 0 post-secondary
- # adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator: _____
- # reading level: 10 grade
  (readability index: _____)
- 0 reading level: professional

ILLUSTRATIONS

- # drawings/cartoons
- # photographs
- # charts/graphs
- 0 color # b/w

PRINT MATERIAL FORMAT

- 0 hardbound # paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- # number of pages: See back

DESCRIPTION

Titles available at MVCRDC are:

	Pages	Copyright
Mining and Metallurgy	116	1978
Hospital Services	94	1976
Restaurants and Catering	120	1977
Mechanical Engineering	99	1977
Accounting	96	1977
Computer Programming	94	1976
Electrical and Electronic Engineering	96	1977
Merchant Marine	108	1978

Series is designed to introduce students to particular vocational areas. Books give a broad description of problems and occupations in each area. Included in each chapter is an overview of special vocabulary terms, vocabulary practice, reading, discussion questions and a review.

COMMENTS

Series is intended for the intermediate to advanced ESL student. Besides helping students to form career goals based on occupational information, the bcoks also teach specific vocabulary and reinforce language patterns.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: LEARNING ENGLISH A DIFFERENT WAY
(Indochinese Refugee Education Guides)

AUTHOR:

SOURCE: National Indochinese Clearinghouse
Center for Applied Linguistics
1611 North Kent Street
Arlington, Virginia 22209

COPYRIGHT: 1978 1979 PRICE: free ORDER NO. : Adult Ed. Series #3

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: Vietnamese, Cambodian, Lao

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
● procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
● page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
0 group instruction
0 secondary
0 post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
● reading level: secondary grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 14

VCRD

DESCRIPTION

The message given in 4 different languages——first in English, then in Vietnamese, Cambodian, and Laotian——that the goal of "learning English" should be to "communicate in English", not to "learn English grammar rules". An audio-lingual method is recommended, rather than a grammar-translation approach. Some simple suggestions on the practice of speaking English are given.

COMMENTS

This paper would make a good handout for the VESL teacher using an ESL approach.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: OXFORD PICTURE DICTIONARY OF AMERICAN ENGLISH (MONOLINGUAL ENGLISH EDITION)

AUTHOR: Parnwell

SOURCE: Oxford University Press
16-00 Pollitt Drive
Fairlawn, New Jersey 07410

COPYRIGHT: 1978 1979 PRICE: $3.50 ORDER NO.: 502332-3

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
● develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
● provides immediate feedback
● reinforces positive personal/social behavior
0 avoids sex stereotyping
● avoids cultural stereotyping

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
● English translation with glossary
0 English only (ESL)
0 native language only

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
● secondary
0 post-secondary
● adult education

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

MATERIAL READABILITY

0 large print format
● generous paragraph spacing
● high interest motivator:

large colored pictures on each page

● reading level: Secondary grade

(readability index: _____)

0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 77

DESCRIPTION

The book has full-color pictures with numbered parts. Names of the parts are listed numerically at the bottom of the page. At the back of the book is a pronounciation index, which provides phonetic spelling, page numbers of words, and picture numbers.

COMMENTS

Traditional sex roles are portrayed in the pictures. It is sometimes difficult to determine which part of the picture a number is referring to. Basically, the drawings are clear, and this can be a good aid for defining terms.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: SPEAK, SPELL, AND READ ENGLISH

AUTHOR: Smelt

SOURCE: Longman, Inc.
College Department
19 West 44th Street
New York, N.Y. 10036

COPYRIGHT: 1976 1979 PRICE: $7.50 ORDER NO.: 0582661322

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

subject specified (index/table of contents)
bibliography/references
0 performance objectives
student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/ctrip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
English only (ESL)
0 native language only

INTENDED USE

student resource
teacher resource
0 administrator resource
individual instruction
group instruction
secondary
0 post-secondary
adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator: _____
reading level: 10 grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound # paperbound
0 loose leaf 0 stapled
0 plastic spine
number of pages: 184

VCRD

DESCRIPTION

Text incorporates the four bases in language learning: speaking, hearing, reading, and writing. This phonetic approach begins with vowels then advances to consonants, dipthongs, roots, prefixes, etc.

The 37 chapters are divided into 4 parts:

Introduction
Early English Words
"Invasion" Words
Words derived from Latin and Greek roots

COMMENTS

The teaching method adopted in this text is used in elementary schools. The methodology would not be useful to students wanting to learn English to immediately communicate. The text is more appropriately designed for bilingual students who already know English fundamentals but wish to improve their skills.

Headings and subheadings are in bold print, making the text a convenient resource to quickly locate topic areas. The exercises use clear directions and appear helpful to readers applying the information given.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: SPECIAL ENGLISH SERIES
(titles available at MVCRDC)

AUTHOR:

SOURCE: Collier Macmillan International
866 Third Avenue
New York, New York 10022

COPYRIGHT: 1966 1979 PRICE: $3.25/ea ORDER NO.: By Title

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
● develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
● provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
● student activities
0 student work sheets
● consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
0 progressive development of English skills
● procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
0 individual instruction
● group instruction
0 secondary
● post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

● reading level: 5 - 8 grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
0 charts/graphs
● color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 79-149 per book

VCRD

DESCRIPTION

This series of student texts provides conversation and vocabulary drills stressing technical jargon in the fields listed below:

Argiculture 1, 2, 3	Engineering 1, 2
Aviation Mechanics 1	International Trade
Medicine 1, 2, 3	Journalism 1, 2

Each lesson contains a dialogue, terminology practice, and a fill-in-the blank check-up. The drawings and photographs are fairly useful although few women are shown, especially in traditional male fields.

COMMENTS

This series might be most helpful to community college or CETA programs, training bilingual students for careers in technical fields. Booklets would be especially useful to vocational teachers who are not skilled in teaching language skills or to ESL teachers who lack knowledge of technical terminology. Basic English skills are pre-requisite for students using this resource.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: STANDARD PROUNOUNCING ENGLISH/VIETNAMESE

AUTHOR: Kong

SOURCE: Zieleks Publications Company
11215 Sageland Drive
Houston, Texas 77089

COPYRIGHT: 1978 1979 PRICE: $5.95 ORDER NO. : by title

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: Vietnamese

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
● interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

● student resource
● teacher resource
● administrator resource
● individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 494

VCRD

DESCRIPTION

This compact English-Vietnamese dictionary includes a Foreward and several explanatory sections in both English and Vietnamese. They are: (1) Prefixes and Suffixes, (2) Vowels, (3) Consonants, (4) Tones, (5) Vocal Drill, (6) Table of Dipthongs, and (7) a short outline of Vietnamese Grammar - including articles, numeratives, personal pronouns, adjectives, adverbs, numbers, cardinal numbers, ordinal numbers, fractional numbers, sentence structures, question forms, yes an no, verbs, the past, the future, the negative form, the imperative mood, the subjunctive mood, and passive voice.

COMMENTS

Although this dictionary, with its short introductory linguistic guide, was developed primarily for the English speaker learning Vietnamese, it is also a useful resource for the Vietnamese speaker reading English.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: TECHNICAL DICTIONARY: ENGLISH-FRENCH-VIETNAMESE

AUTHOR: Tu-Dien Ky-Thuat

SOURCE: Vietnamese Engineering Society
3835 Meadowvale Blvd.
Richmond, Virginia 23234

COPYRIGHT: 1977 1979 PRICE: $7.50 ORDER NO. : _____

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: Vietnamese

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
● interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
0 group instruction
0 secondary
● post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 359

DESCRIPTION

Each page consists of 3 columns——the technical term listed in English, then French, then explained in Vietnamese. A dictionary, alphabetical order, is used. There are many illustrations, but they are very small. The print is also small, but spacing between words/phrases is adequate.

COMMENTS

The print is so small that concentrated use of the dictionary could produce eye strain. The technical vocabulary appears to be extensive, and the translations would be useful for the industrial education student who is motivated to learn. It may be one of the very few such dictionaries——technical vocabulary in these 3 languaged——now existing.

• RECOMMENDED 0 NOT RECOMMENDED

TITLE: TECHNICAL & SCIENTIFIC READER IN ENGLISH

AUTHOR: Hirschhorn

SOURCE: Regents Publishing Company, Incorporated
2 Park Avenue
New York, New York 10016

COPYRIGHT: 1970 1979 PRICE: $1.95 ORDER NO. : 17430

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
● review questions
● pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

● reading level: secondary grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
● charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: _____

VC RD

DESCRIPTION

This reader covers a wide variety of technical, semi-technical, and scientific writings. No definate sequence is required. Difficult or contextual words are defind in Spanish in the margin of the pages on which they appear. Exercuses are either comprehension, vocabulary, or conversation type. Answers are located at the back.

COMMENTS

Resource utilizes positive methods to build technical vocabulary in the Spanish student. Reading selections are not difficult to understand or too technical. When aided by the Spanish definitions students should be able to grasp new technical terms more readily.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: UNDERSTANDING TECHNICAL ENGLISH 1 & 2

AUTHOR: Methold & Waters

SOURCE: Longman Inc.
19 West 44th Street
New York, New York 10036

COPYRIGHT: 1-1973 2-1974 PRICE: 1979 1-$2.50 2-$2.00 ORDER NO.: 05.0100

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- 0 identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- 0 reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- ● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- ● student activities
- 0 student work sheets
- 0 consumable materials included
- ● review questions
- 0 pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- ● simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- ● progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- ● English only (ESL)
- 0 native language only

INTENDED USE

- ● student resource
- ● teacher resource
- 0 administrator resource
- 0 individual instruction
- 0 group instruction
- ● secondary
- 0 post-secondary
- 0 adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator: _____
- 0 reading level: _____ grade (readability index: _____)
- 0 reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- 0 color 0 b/w

PRINT MATERIAL FORMAT

- 0 hardbound 0 paperbound
- 0 loose leaf ● stapled
- 0 plastic spine
- ● number of pages: 60 text 1, 84 text 2

DESCRIPTION

Topics of both workbook/text are general and include technical terms common to many occupational/trade areas. Each chapter begins with a reading, followed by examples explaining the reading, vocabulary exercises, comprehension drills, language practice, and composition practice.

Reading passages are designed to help students relate to various "workshop" environments.

COMMENTS

Books are helpful in relating future careers/work environments to language skills that ESL students are learning. Some "British" English terminology/spelling is used instead of common "American" English phrases. Examples: programme, storey.

1 RECOMMENDED 0 NOT RECOMMENDED

VCRD

TITLE: VIETNAMESE-ENGLISH CONVERSATIONAL DICTIONARY

AUTHOR: Kong

SOURCE: Zieleks Publishing Co.
11215 Sageland Drive
Houston, Texas 77089

COPYRIGHT: 1975 1979 PRICE: $4.45 ORDER NO. : By title

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: Vietnamese

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: 414

VCRD

DESCRIPTION

This small, compact dictionary has been written for the native Vietnamese student who needs a reference book of English words. The Introduction and all explanations of the dictionary are in Vietnamese, as are the alphabetized words. Definitions are provided with their English pronunciations and frequently with the Vietnamese definition as well.

COMMENTS

As a "conversational dictionary," this book is not intended to be comprehensive nor cumbersome. Its size makes it convenient for pocket or purse but the small print is difficult to read and frequently blurred by poor printing.

Because it is difficult to read, the dictionary is marginally recommended.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: WELCOME TO ENGLISH

AUTHOR: Sheeler

SOURCE: English Language Service
16250 Ventura Blvd., Suite 345
Encino, California 91436

COPYRIGHT: 1976-78 1979 PRICE: _____ ORDER NO. : _____

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
● develops career awareness
● develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
● provides immediate feedback
● reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

■ subject specified (index/table of contents)
■ bibliography/references
0 performance objectives
● student activities
0 student work sheets
0 consumable materials included
■ review questions
● pretest and/or post-test
● answer key
● teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
● progressive development of English skills
● procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
● adult education

MATERIAL READABILITY

● large print format
● generous paragraph spacing
● high interest motivator: activities
● reading level: I-4, II-4, III-5, IV-4, V-6, VI-5 grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 204-272 stu. texts 1-6
167-194 teach. guides 1-6
76 teach. intro manual

VCRD

DESCRIPTION

The 6 textsbooks of Welcome to English concentrate on everyday situations at home and on jobs, as well as interpersonal relationships. Pre-selected grammar structures and vocabluary items are presented and practiced in alternating contextual and drill material.

Each book is composed of 6 four-lesson units. Books 1 and 2 each have a contextual theme running through all 6 units of the book, dealing with 2 families and 4 occupational areas. Books 3 and 4 have a variety of story lines giving special situational practice - at the post office, restaurant, airport, etc. Books 5 and 6 have "discussion and review" units, which consider more serious, current topics, and have classified vocabulary lists.

Grammar drills and exercises are provided in the form of (1) listening (2) repetition (3) substitution (4) sentence construction (5) transformation (6) fixed question/reply/comment (7) cued statement/reply/question/comment (8) completion (9) replacement (10) restatement (11) sentence expansion (12) comprehension (13) reporting speech (14) dialog participation (15) free or deductive reply.

COMMENTS

These texts are suitable for use by the ESL teacher working with vocational students in the areas of reading/writing skills. The texts provide good practice for bilingual students wishing to upgrade their skills in order to succeed in the vocational areas of their choice.

The teachers guide give extensive suggestions for teaching methodology and supplementary activities and resources.

The texts exhibit tradition sex-role stereotyping and, although an attempt is made ot overcome cultural bias by introducing one Spanish family, examples are predominantly racially/culturally biased.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: WHERE DOES THE MONEY GO?

AUTHOR: Spitz - Rotz

SOURCE: Steck-Vaughn Company
P. O. Box 2028
Austin, Texas 78767

COPYRIGHT: 1969 1979 PRICE: $1.68 ORDER NO. : by title

SUBJECT AREA: Basic Reading Skills

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- 0 develops career awareness
- 0 develops favorable work attitudes/habits
- 0 identifies related work skills
- 0 promotes development of psychomotor skills
- ● provides immediate feedback
- ● reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- ● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- 0 subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- 0 student activities
- 0 student work sheets
- 0 consumable materials included
- ● review questions
- 0 pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- ● simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- ● progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- ● English only (ESL)
- 0 native language only

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary
- ● adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator: _____
- ● reading level: 3 grade
  (readability index: Frye)
- 0 reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 color ● b/w

PRINT MATERIAL FORMAT

- 0 hardbound 0 paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- 0 number of pages: 94

VCRD

DESCRIPTION

This resource is designed to improve the basic reading skills of older students. The resource uses episodes in the lives of three families to illustrate "money traps" into which a family may be caught. The text is divided into 47 one-page chapters, each of which contains comprehension questions. The text is consumed. Reading exercises vary in length from 3 or 4 sentences to 4 or more short paragraphs. Text and illustrations depict persons, of various racial backgrounds, with limited incomes and several children. Males and females are shown in stereotypical roles. Most examples are unrealistic.

COMMENTS

This resource is designed for persons with some reading skills. No answer key is provided for the brief comprehension questions. This resource is not recommended due to the unrealistic examples and strict adherence to persons in stereotypical roles.

0 RECOMMENDED • NOT RECOMMENDED

VCRD MARYLAND

TITLE: BILINGUAL TYPING & SPANISH BUSINESS CORRESPONDENCE AT THE SECONDARY LEVEL

AUTHOR:

SOURCE: Photocopies
NADC
49 Washington Avenue
Cambridge, Massacuttes 02140

COPYRIGHT: _____ 1979 PRICE: $2.10 ORDER NO. : SP 652.3

SUBJECT AREA: Business Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
● promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
● bibliography/references
● performance objectives
● student activities
0 student work sheets
0 consumable materials included
● review questions
● pretest and/or post-test
0 answer key
● teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
0 progressive development of English skills
● procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
● page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
0 administrator resource
● individual instruction
0 group instruction
● secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
● generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
● charts/graphs
● color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 42

VCRD

DESCRIPTION

This publication is designed to facillitate instruction of Spanish students in regular typing classes. Teaching methods and alternatives are explained in detail. Activity sheets are also provided with suggestions to the teacher for allowing Spanish students to learn fundamentals of typing through typing in their native language. A list of selected texts to use is included.

Pre-test & post-test are provided.

COMMENTS

Good material to mainstreams Spanish students into typing classes. Presented in clear, well-organized manner.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: BUSINESS LETTER HANDBOOK

AUTHOR: Steel

SOURCE: Regents Publishing Company, Inc.
2 Park Ave.
New York, N.Y. 10016

Order #: 17765 Price: $3.95 Copyright: 1973

COPYRIGHT: 1973 1979 PRICE: $3.95 ORDER NO. : 17765

SUBJECT AREA: Business Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- ● identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- ● reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- 0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- 0 student activities
- 0 student work sheets
- 0 consumable materials included
- 0 review questions
- 0 pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- 0 simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- ● recognition of cultural differences
- ● progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- ● page-by-page translation
- 0 English translation with glossary
- 0 English only (ESL)
- 0 native language only

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- 0 individual instruction
- ● group instruction
- 0 secondary
- ● post-secondary
- 0 adult education

MATERIAL READABILITY

- 0 large print format
- ● generous paragraph spacing
- 0 high interest motivator:

_____

- ● reading level: 9.5 grade

(readability index: _____)

- 0 reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 color 0 b/w

PRINT MATERIAL FORMAT

- 0 hardbound ● paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- ● number of pages: 195

VC RD

DESCRIPTION

This Spanish/English text integrates the 2 languages well, sometimes using interlinear translation, sometimes using page-by-page (e.g., a letter style shown on 1 page in English; the opposite page in Spanish) and sometimes entire chapters in English are followed with chapters in Spanish.

Differences in the business procedures of the 2 cultures are explained in depth. Examples are provided wherever possible. The table of contents lists various letter writing styles, forms, and procedures - in both Spanish and English cultures, as well as languages.

COMMENTS

Information provided is excellent - the letters shown provide examples of both traditional and contemporary styles, emphasizing the need to avoid hackneyed phrases and outdated cliches.

The reading level may be difficult for beginning English readers.

There are no pictures or drawings included to enhance motivation or interest. There is no list of essential vocational terms provided.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD MARYLAND

TITLE: CONTABILIDAD PRACTICA DEL SIGLO XX
(Curso Elemental)

AUTHOR: Boynton, Carlson, Forkner, Swanson

SOURCE: Southwestern Publishing Company
925 Spring Road
Pelham Manor, New York 10803

COPYRIGHT: 1974 1979 PRICE: $6.72 ORDER NO. : B80

SUBJECT AREA: Business Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
● develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
● student activities
● student work sheets
0 consumable materials included
● review questions
0 pretest and/or post-test
● answer key
● teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
● native language only

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

0 reading level: secondary grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
● color 0 b/w

PRINT MATERIAL FORMAT

● hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 492 Student text
272 Student workbook

VCRD

DESCRIPTION

This advanced, vocationally-geared accounting course is taught with a teacher's manual, student text, student workbook, and an answer key book for the teacher. The workbook provides many exercises, particularly problems containing fractions. The text is divided into 5 parts:

The bookkeeping cycle in the simple way
The complete cycle of bookkeeping
Everyday use of box sales and payroll
The cash register
Mercantile corporations

Text is also available at a beginning level.

COMMENTS

Text provides both practical information and theory about accounting in the modern business world for students who wish to make accounting their career. Vocabulary is not too technical, written in easy-to-understand language for secondary students.

Teacher's guide provides answer key and also suggests some flexible teaching/learning methods.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: CORRESPONDENCIA COMERCIAL: FONDO Y FORMA
(Un estudio clasificado, Documentacion mercantil bilingue)

AUTHOR: Gonzales Del Valle y Gonzales Del Valle

SOURCE: South-Western Publishing Company
Departamento de Ediciones en Espanol
5101 Madison Road
Cincinnati, Ohio 45227

COPYRIGHT: 1975 1979 PRICE: $6.20 ORDER NO. : V20

SUBJECT AREA: Business Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
● develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
● student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
● answer key
● teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
● native language only *see back

INTENDED USE

0 student resource
● teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
● post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

● reading level: post-secondary grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
● photographs
● charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 315

VCRD MARYLAND

DESCRIPTION

Textbook is designed for teaching a course at the post-secondary level, to train the secretary as a professional. It contains the fundamental parts of commercial correspondence. It is divided into two parts: Basic theory and practice. Instructions or folding various types of papers and operating various office machines, blank forms, typical type faces, basic letter formats, and other similar material are included. The appendices contain proofreader's symbols and a list of grammatical rules in both Spanish and English.

COMMENTS

This text-workbook is recommended to teachers of potential bilingual secretaries in multi-national companies although it can also be useful in a bilingual vocation program at the secondary or adult education level. It provides a clear concise overview of the technical skills needed by professional secretaries, stressing human relations skills and building good will for one's company. It also includes some training in English, accomplished by listing both commonly used sentences and grammatical rules in English as well as Spanish.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: CURSO DE MAQUINAS DE OFICINA

AUTHOR: Cornelia, Pasewark, Agnew, Meyer

SOURCE: South-Western Publishing Company
925 Spring Road
Pelham Manor, New York 10803

COPYRIGHT: 1977 1979 PRICE: $3.66 ORDER NO.: V79

SUBJECT AREA: Business Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- 0 identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- 0 reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- 0 subject specified (index/table of contents)
- 0 bibliography/references
- ● performance objectives
- ● student activities
- 0 student work sheets
- 0 consumable materials included
- 0 review questions
- ● pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- ● simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- 0 English only (ESL)
- ● native language only

INTENDED USE

- ● student resource
- ● teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- 0 post-secondary
- ● adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator: _____
- 0 reading level: _____ grade
  (readability index: _____)
- 0 reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- ● charts/graphs
- ● color 0 b/w

PRINT MATERIAL FORMAT

- 0 hardbound ● paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- ● number of pages: 108

VCRD

DESCRIPTION

Text is divided into three groups by machines: (1) adding maching with ten tact key, (2) adding machine with complete key, and (3) calculator with ten key and tact operation. Each section consists of 10 lessons. Each lesson introduces the objectives to be achieved, followed by the necessary procedures. Next is a timed exercise. A chart in the back of the book helps the teacher grade the timed exercises. Also included are six unit tests and a final exam.

COMMENTS

The inclusion of performance objectives for each lesson is very helpful to the learner. Directions are simple, and the text format is designed to be used conjointly with the machines, by groups of students or individual students.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: DERECHO MERCANTIL

AUTHOR: Peralta

SOURCE: South-Western Publishing Company
Departamento de Ediciones en Espanol
5101 Madison Road
Cincinnati, Ohio 45227

COPYRIGHT: 1973 1979 PRICE: $8.40 ORDER NO. : Lol

SUBJECT AREA: Business Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
● develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
● avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
● native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

● reading level: Secondary grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

● hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 425

VC RD

DESCRIPTION

An elementary text in commercial law, it is designed for students in commercial administration. The book is divided in two parts: (1) Introduction and (2) Legislation and Commercial Policy - chapter headings include those listed below:

General Ideas About Commercial Law
The State and The Law
Classifications and Divisions
Political Organizations
History of Commercial Law
Buying and Sales
Contracts of _____ (many types)
Corporations
Credit Documents
The Bankruptcy

COMMENTS

Examples of legislation, court cases, etc., are drawn from Puetro Rican documents and may not be as applicable to Mexican-Americans.

Information is pertinent for the student motivated to learn finance and corporate law,but no review questions, illustrations, activities, or extrinsic motivators are added to increase interest.

0 RECOMMENDED • NOT RECOMMENDED

VCRD MARYLAND

TITLE: ENGLISH AT YOUR FINGERTIPS

AUTHOR: Bernstein, Gay, Kaplan, Schoesler

SOURCE: English Language Services
16250 Ventura Boulevard
Encino, California 91436

COPYRIGHT: 1975 1979 PRICE: $4.95 ORDER NO. : by title

SUBJECT AREA: Business Education

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
● performance objectives
● student activities
0 student work sheets
0 consumable materials included
● review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
● progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
● generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
● plastic spine
● number of pages: 200

VCRD

DESCRIPTION

Text combines 2 main objectives: (1) proficiency in written structures, spelling, and vocabulary and (2) typing skill and accuracy with letters, reports, and formal papers. Included in each lesson are reviews, introduction of new letters, and practice words. The book progresses in its grammar from basic sentence transformations to the more difficult transformations. American culture is revealed through the paragraphs to be typed. Included in the appendix are additional grammar exercises, words used in context, and colloquialisms.

COMMENTS

The text does not provide oral language practices basic to the typist. An oral text used in conjunction with this one would provide necessary speaking skills and would improve upon this book.

• RECOMMENDED 0 NOT RECOMMENDED

VCRD MARYLAND

TITLE (15 Business Education handouts with separate titles - see back)

AUTHOR

SOURCE Texas Education Agency
201 East 11th Street
Austin, Texas 78701

COPYRIGHT: _____ 1979 PRICE: free ORDER NO. : _____

SUBJECT AREA: Business Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
● develops career awareness
● develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
● reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
● native language only

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

● reading level: secondary grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 91

VCRD MARYLAND

DESCRIPTION

English and Spanish business education informational materials are stapled separately as 15 handouts. Titles:

Introduccion/Introduction
Las "Herramientas Del Oficio"/The Tools of the Office
Disposiciones Para Los Viages/Dispositions of Trips
Detalles De Las Cartas/Details of Letters
Copias Con Papel Carbon/Carbon Copies
Archivas/Filing
Manejo Del Correo/Managing the Mail
Usted Y El Telefono/Using the Telephone
Como Trator A Las Visitas/How to Handle Visitors
Cualidades Personales/Personal Qualities
Habitos De Trabajo/Work Habits
Trabajo Con El Jefe/Working with the Boss
Adecuado Arreglo Personal/Personal Appearance
Escribir Al Dictado/Taking Dictation
Preparacion De Cartas Y Memorandos/Preparation of Letters & Memos

COMMENTS

Only the Spanish translations of the above titles are available at MVCRDC, although the English translations may be obtained from Texas Education Agency upon request.

These handouts in both languages can serve to instruct subject matter and to provide English translation practice.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE: MANUAL DE REFERENCIA PARA LA OFICINA

AUTHOR: Evas. De Garcia Diaz

SOURCE: South-Western Publishing Company
925 Spring Road
Pelham Manor, New York 10803

COPYRIGHT: 1977 1979 PRICE: $2.97 ORDER NO. : V25

SUBJECT AREA: Business Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
● develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
● procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
● native language only

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
● generous paragraph spacing
0 high interest motivator:

_____

● reading level: Secondary grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 130

VCRD

DESCRIPTION

This is a reference manual that could be used in any office practice course training secretaries who will be using Spanish. It covers rules of accent, spelling, word division, punctuation signs, capitalization, abbreviations, numbers, business letters, zip codes, correct forms for folding letters, carbon paper usage, memorandums, preparation of by-laws and minutes, and proof reading symbols. All the information relating to grammar, spelling, etc. refers to Spanish practices.

COMMENTS

While not recommended for Spanish-speaking secretaries who plan to work in English-speaking offices, this manual might be useful as supplementary material in a course to train English/Spanish secretaries working in offices of multi-national firms. It might also serve as a resource for Spanish teachers to use with students who are concurrently enrolled in Spanish classes and business courses.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD MARYLAND

TITLE: MATHEMATICA VOCACIONAL PARA EL COMERCIO

AUTHOR: Martinka, Rodriguez

SOURCE: South-Western Publishing Company
Departamento de Ediciones en Espanol
5101 Madison Road
Cincinnati, Ohio 45227

COPYRIGHT: 1975 1979 PRICE: $4.96 ORDER NO. : V10

SUBJECT AREA: Business Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
● develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
● student work sheets
● consumable materials included
● review questions
● pretest and/or post-test
● answer key
● teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
● native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
● reading level: Secondary grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
● charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 86 tchr guide
303 student guide

VCRD

DESCRIPTION

This student text-workbook covers basic mathematics needed in most business operations. Decimals, fractions, percents, short cuts, banking & interest rates, retail sales, number properties & systems are all covered. Many exercises and samples of forms are provided. The teacher's guide consists mainly of tests and answers. Some teaching ideas are provided.

COMMENTS

Resource provides supplementary material for bilingual vocation programs, especially when used with the English version. The Southwestern catalog suggest it can be used for individualized or group instruction. All money problems involve American dollars and cents.

0 RECOMMENDED 0 NOT RECOMMENDED

VCRD MARYLAND

TITLE: MODULOS DE CONTABILIDAD INTRODUCTORIA

AUTHOR: Rodriguez de Rogue

SOURCE: South-Western Publishing Company
925 Spring Road
Pelham Manor, New York 10803

COPYRIGHT: 1979 PRICE: $6.08 ORDER NO. : VOI

SUBJECT AREA: Business Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- 0 develops favorable work attitudes/habits
- ● identifies related work skills
- 0 promotes development of psychomotor skills
- ● provides immediate feedback
- 0 reinforces positive personal/social behavior
- ● avoids sex stereotyping
- 0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- 0 bibliography/references
- ● performance objectives
- ● student activities
- 0 student work sheets
- 0 consumable materials included
- 0 review questions
- 0 pretest and/or post-test
- ● answer key
- 0 teachers handbook/manual
- 0 simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- 0 English only (ESL)
- ● native language only

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- ● individual instruction
- 0 group instruction
- ● secondary
- 0 post-secondary
- 0 adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator:

_____

- 0 reading level: secondary grade

(readability index: _____)

- 0 reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 color 0 b/w

PRINT MATERIAL FORMAT

- 0 hardbound ● paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- ● number of pages: 368

VCRD

DESCRIPTION

Text is designed so that students can progress at their own individual pace. Each module is subdivided into various parts of study. Objectives are stated and followed by a reading section and exercise.

This book of lessons in bookkeeping contains units on numbers, fractions, decimals, graphs, patterns in commercial documents. The text is divided into 19 chapters. It is written as an additional help for the course in accounting. Text design is useful for individuals or groups.

Besides useful information, many problems and exercises are included to be worked by students with the teacher's aid. Stated text objectives are: (1) to teach accounting history, (2) to distinguish between a variety of bookkeeping purposes, and (3) to analyze definitions used in bookkeeping.

COMMENTS

Text provides good background for an introduction to accounting.

It communicates well for clear understanding. Every lesson includes an answer key. The instructional method is geared to help students learn as readily and quickly as possible.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE: ORIENTATION IN BUSINESS ENGLISH: SECRETARIAL SERIES
(series of 3 workbook/texts)

AUTHOR: Taylor

SOURCE: Institute of Modern Languages
2622-24 Pittman Drive
Silver Spring, Maryland 20910

COPYRIGHT: 1973 1979 PRICE: $3.16 wkbk 4.76 text ORDER NO. : _____

SUBJECT AREA: Business Education

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- ● identifies related work skills
- 0 promotes development of psychomotor skills
- ● provides immediate feedback
- ● reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- ● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- 0 subject specified (index/table of contents)
- 0 bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● consumable materials included
- ● review questions
- ● pretest and/or post-test
- 0 answer key
- ● teachers handbook/manual
- ● simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- ● recognition of cultural differences
- ● progressive development of English skills
- ● procedures for skill mastery specified
- ● essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- ● English only (ESL)
- 0 native language only

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- 0 individual instruction
- ● group instruction
- ● secondary
- 0 post-secondary
- 0 adult education

MATERIAL READABILITY

- 0 large print format
- ● generous paragraph spacing
- ● high interest motivator: interesting drawings
- ● reading level: 6,7,8 grade Texts 1-3 (readability index: Fry)
- ● reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- 0 photographs
- ● charts/graphs
- 0 color ● b/w

PRINT MATERIAL FORMAT

- 0 hardbound ● paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- ● number of pages: 104-134 texts 1-3
  97-127 wkbks 1-3
  53 tchr. guide

VCRD MARYLAND

DESCRIPTION

All 3 texts/workbooks are designed for the SR (Situational Reinforcement) language-teaching method. The teacher's guide explains this method and how the texts/workbooks are best used in the classroom.

The texts consist of oral practice: the students listen and repeat as a group, teacher-student exchange, student-student exchange, conversation sequence.

The workbooks consist of (1) questions which require a written answer or (2) answers which require a written question.

Level 1 deals with general secretarial tasks; level 2 with job descriptions; level 3 with expanded business world situations.

COMMENTS

No table of contents or index in the texts or workbooks lists subject areas; these are only given in the teacher's guide.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: ORTOGRAFIA EN ACCION
(CON VOCABULARIO COMERCIAL)

AUTHOR: De La Vega, Miyares

SOURCE: South-Western Publishing Company
Departamento de Ediciones en Espanol
5101 Madison Road
Cincinnati, Ohio 45227

COPYRIGHT: 1978 1979 PRICE: $6.20 ORDER NO. : V23

SUBJECT AREA: Business Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
● consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
● teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
● procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
● native language only

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
● adult education

MATERIAL READABILITY

● large print format
0 generous paragraph spacing
0 high interest motivator:

_____

● reading level: Secondary grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 262

VCRD

DESCRIPTION

This student workbook contains lessons and practice exercises covering proper usage of key letters and words, dashes and hyphens, capital and small letters, numbers, accents and punctuation. An appendix also provides word lists and other grammatical information.

COMMENTS

This student workbook is designed for students who will, on the job, be taking dictation and transcribing letters in Spanish. While not suitable for the Spanish-speaking students who will be working in an English-speaking only office. It is quite useful for students who expect to be bilingual secretaries especially in multi-national offices.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: SISTEMAS DE ARCHIVAR Y CONTROL DE DOCUMENTOS

AUTHOR: Gorbea, Diaz, Vela

SOURCE: South-Western Publishing Company
925 Spring Road
Pelham Manor, New York 10803

COPYRIGHT: 1978 1979 PRICE: $2.97 ORDER NO. : K99

SUBJECT AREA: Business Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
● develops favorable work attitudes/habits
● identifies related work skills
● promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
● student activities
● student work sheets
● consumable materials included
● review questions
● pretest and/or post-test
● answer key
● teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
● native language only

INTENDED USE

● student resource
● teacher resource
0 administrator resource
0 individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
attractive format

0 reading level: 9 - 12 grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
0 charts/graphs
● color ● b/w

PRINT MATERIAL FORMAT

● hardbound 0 paperbound
0 loose leaf 0 stapled
● plastic spine
● number of pages: 227 Stu. Text
67 Tchr. Guide

DESCRIPTION

This material consists of a textbook, teacher's manual, and 4 activity sets of cards, letters, etc., to be filed or otherwise manipulated. The text is in standard chapter format with introductory text material, rules, and exercises to reinforce and demonstrate mastery of the rules. The illustrations include both b/w photos and colored drawings. The teacher's manual consists of chapter summaries, exercise answer keys, and in the back, a set of full color brochures from several producers of office filing systems, cabinets, and related products. The activity packet is a large heavy envelope with a teacher's guide and four smaller envelops with cards, letters, etc., to be used by the student under the teacher's direction. This set is based on the English text, Business Filing and Records Control.

COMMENTS

While lacking performance objectives, the use of the manipulative activity packet can provide the teacher with some idea of how well the student can apply filing rules in a job situation. The standard English version makes this material useful to teachers with both English and Spanish speaking students. Spanish speaking students who are learning English could be given supplementary assignments in English text or vice-versa.

The principal focus of the resource is on business procedures in Spanish-speaking countries, which does not aid the foreign-born student in learning the distinction between the English method of filing married women's names versus the Spanish method.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: TECNICAS SECRETARIALES Y PROCEDIMIENTOS DE OFICINA

AUTHOR: Meehan, Oliviero, Pasewark

SOURCE: South-Western Publishing Company
Departamento de Ediciones en Espanol
5101 Madison Road
Cincinnati, Ohio 45227

COPYRIGHT: 1978 1979 PRICE: $10.52 ORDER NO.: V90

SUBJECT AREA: Business Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- ● identifies related work skills
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ● reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ○ avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ consumable materials included
- ○ review questions
- ● pretest and/or post-test
- ○ answer key
- ○ teachers handbook/manual
- ○ simple directions

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip _____mm
- ○ film reel to reel _____mm
- ○ 35mm slides
- ○ 35mm slides with cassette tapes
- ○ cassette tapes
- ○ length: _____ minutes
- ○ transparencies/transparency masters
- ○ games
- ○ color ○ b/w
- ○ other: _____

BILINGUAL FEATURES

- ○ recognition of cultural differences
- ○ progressive development of English skills
- ● procedures for skill mastery specified
- ○ essential job vocabulary specified
- ○ interlinear translation
- ○ page-by-page translation
- ○ English translation with glossary
- ○ English only (ESL)
- ● native language only

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary
- ● adult education

MATERIAL READABILITY

- ○ large print format
- ○ generous paragraph spacing
- ○ high interest motivator: _____
- ● reading level: Secondary grade
  (readability index: _____)
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- ○ color ● b/w

PRINT MATERIAL FORMAT

- ● hardbound ○ paperbound
- ○ loose leaf ○ stapled
- ○ plastic spine
- ● number of pages: 390

VCRD

DESCRIPTION

This manual contains: numbers, graphs, models of commercial letters, and photographs which show many aspects of a secretary's work and give a clear idea of the skills and personal qualities needed to be a good secretary. There is also much material on office machines and how to use them.

COMMENTS

Text provides a clear overview of policies and procedures which should be familiar to competent secretaries. In a bilingual program it could be used as supplementary reading. It might also be used in secondary Spanish classes to demonstrate the potential for bilingual secretaries in multinational companies. It is based on the English text, Secretarial Office Procedures, by the same authors.

• RECOMMENDED o NOT RECOMMENDED

TITLE: ACHIEVING GOALS SERIES
(Series of 3)

AUTHOR: Beluga Productions

SOURCE: Bilingual Educational Services
P.O. Box 669
1603 Hope Street
South Pasadena, California 91030

COPYRIGHT: 1975 1979 PRICE: $87.00 ORDER NO. : #C31

SUBJECT AREA: Career Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- ● identifies related work skills
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ● reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

BILINGUAL FEATURES

- ● recognition of cultural differences
- ○ progressive development of English skills
- ● procedures for skill mastery specified
- ○ essential job vocabulary specified
- ○ interlinear translation
- ○ page-by-page translation
- ○ English translation with glossary
- ● English only (ESL)
- ● native language only

INSTRUCTIONAL FORMAT

- ○ subject specified (index/table of contents)
- ● bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ consumable materials included
- ● review questions
- ○ pretest and/or post-test
- ○ answer key
- ● teachers handbook/manual
- ● simple directions

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary
- ● adult education

NON-PRINT MATERIAL FORMAT

- ● film loop/strip 33 mm
- ○ film reel to reel _____ mm
- ○ 35mm slides
- ○ 35mm slides with cassette tapes
- ● cassette tapes
- ● length: 7-10 minutes
- ○ transparencies/transparency masters
- ○ games
- ● color ○ b/w
- ○ other: _____

MATERIAL READABILITY

- ○ large print format
- ○ generous paragraph spacing
- ○ high interest motivator: _____
- ○ reading level: _____ grade (readability index: _____)
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● color ○ b/w

PRINT MATERIAL FORMAT

- ○ hardbound ○ paperbound
- ○ loose leaf ○ stapled
- ○ plastic spine
- ○ number of pages: _____

VCRD

DESCRIPTION

Titles of the 3 filmstrips are:

Amy McKenna, Elementary School Principal
Earl Wilcox, State Assembly Representative
Judy Baca, Recreation Director

Both Spanish and English narrations of cassette tapes are available.

The careers of 3 outstanding Spanish-Americans offer Hispanic students positive role models. Education, community awareness, personal determination, and goal-setting are stressed. A bilingual, bicultural background is shown to be an asset.

COMMENTS

Cultural differences are stressed in a positive way that emphasizes the importance of maintaining cultural ties and bilingualism. The filmstrips are well-made; the English narrations use voices with just a slight Spanish accent that may serve to make the series more believable and motivational for listeners.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: BUSCANDO UN EMPLEO

AUTHOR: Lenox, Mintz

SOURCE:

Vocational-Technical Curriculum Laboratory
Rutgers University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

COPYRIGHT: 1979 PRICE: $2.00 ORDER NO.: BI 906

SUBJECT AREA: Career Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- 0 identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- ● reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- ● student activities
- ● student work sheets
- 0 consumable materials included
- 0 review questions
- 0 pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- 0 simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- 0 progressive development of English skills
- ● procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- 0 English only (ESL)
- ● native language only

INTENDED USE

- ● student resource
- ● teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- 0 post-secondary
- ● adult education

MATERIAL READABILITY

- ● large print format
- ● generous paragraph spacing
- 0 high interest motivator:

_____

- 0 reading level: _____ grade

(readability index: _____)

- 0 reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 color ● b/w

PRINT MATERIAL FORMAT

- 0 hardbound ● paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- ● number of pages: 51

VCRD

DESCRIPTION

This student text is a translation, with minor adaptations, of a previous Rutgers publication, "Finding a Job." It is totally in Spanish-even the employment forms, social security application forms, glossaries in each chapter, etc. There are a few fill-in-the-blank and other excerises. There are also glossaries, all are in Spanish.

COMMENTS

This may provide good supplementary reading for a student who will be looking for work in a totally Spanish-speaking setting. It may also be helpful to a Spanish-speaking student who needs to learn how to apply for jobs in an English-speaking setting. It does not provide the English skills needed for working in a North American area.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: CAREERS FOR BILINGUALS SERIES (11 career areas)

AUTHOR:

SOURCE: Bilingual Publications
1966 Broadway
New York. N.Y. 10023

COPYRIGHT: 1977 1979 PRICE: $82.50 ea. ORDER NO. : _____

SUBJECT AREA: Career Education

NATIVE LANGUAGE: English/Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- ● identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- ● reinforces positive personal/social behavior
- ● avoids sex stereotyping
- 0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- 0 subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- 0 student activities
- ● student work sheets
- ● consumable materials included
- 0 review questions
- 0 pretest and/or post-test
- 0 answer key
- ● teachers handbook/manual
- ● simple directions

NON-PRINT MATERIAL FORMAT

- ● film loop/strip 35 mm
- 0 film reel to reel _____ mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- ● cassette tapes
- ● length: 13 minutes
- 0 transparencies/transparency masters
- 0 games
- ● color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- ● essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- 0 English only (ESL)
- 0 native language only

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary
- ● adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator: _____
- 0 reading level: _____ grade (readability index: _____)
- 0 reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 color 0 b/w

PRINT MATERIAL FORMAT

- 0 hardbound 0 paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- 0 number of pages: _____

VCRD

DESCRIPTION

These multi-media kits cover the following career areas: Agriculture, Business and Finance, Communications, Health Services, Marketing, Manufacturing, Public Service, and Transportation. Each kit contains a color filmstrip, 2 cassette tapes (1 English, 1 Spanish), a teacher's guide, and spirit masters for student worksheets. Within each broad area various Spanish-speaking Americans tell about their jobs, the training and skills utilized, the benefit of being bilingual and the opportunities for further training and advancement. Jobs discussed range from "menial" to professional, and all are portrayed as having value to individuals and society.

COMMENTS

These multi-purpose sets can be used with a variety of students. They can be used to introduce a trade area or to summarize. They can be used in a course to merely brush up on a teach employment skills. They can be used for group presentations or in learning stations for individual students.

Their main value is not in teaching English skills, but in developing positive attitudes towards and appreciation of the wide variety of career opportunities available to qualified bilinguals.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: CONSIGUIENDO TRABAJO/GETTING A JOB

AUTHOR:

SOURCE: Educational Design, Inc.
451 South Jefferson Street
Orange, N.J. 07050

COPYRIGHT: 1978 1979 PRICE: $229./set ORDER NO.: Eng. #EDI 301 Span. #EDI 357

SUBJECT AREA: Career Education

NATIVE LANGUAGE: English/Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- ● identifies related work skills
- 0 promotes development of psychomotor skills
- ● provides immediate feedback
- ● reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- 0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- 0 subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- ● student activities
- ● student work sheets
- ● consumable materials included
- ● review questions
- 0 pretest and/or post-test
- ● answer key
- ● teachers handbook/manual
- 0 simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- ● cassette tapes
- 0 length: 15 minutes each
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- ● essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- ● English only (ESL)
- ● native language only

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- 0 post-secondary
- 0 adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator: _____
- ● reading level: Secondary grade
- (readability index: _____)
- 0 reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 color 0 b/w

PRINT MATERIAL FORMAT

- 0 hardbound 0 paperbound
- 0 loose leaf ● stapled
- 0 plastic spine
- 0 number of pages: _____

VCRD

DESCRIPTION

These bilingual sets of tapes come in two large, durable boxes. The Spanish version of "Getting A Job" contains 9 cassette lesson tapes, an instructor's guide, and a student record book. The English version is the same, with the addition of 3 discussion tapes. Titles of the 9 lessons:

Contacting Job Interviewers
The Agency Interview
Words You Must Learn
What You Need to Fill Out An Application Form
Making A Good Impression
Selling Yourself
The Positive Approach
Handling Difficult Questions
The Wrap-Up

COMMENTS

The Instructor's Guide provides discussion questions and "points to listen for." It also helps the teacher schedule the course and plan pacing. The Student Record Book is a consumable that may motivate students to listen carefully for answers to the questions given. At the end of the tape, the answers provided for immediate feedback to students.

The conversations/discussions presented on tape relate well to real-life problems and job interviewing situations.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: ENCONTRANDO UN EMPLEO

AUTHOR:

SOURCE: A. W. Peller & Associates, Inc.
124 Ree Avenue
P. O. Box 106
Hawthorne, New Jersey 07506

COPYRIGHT: 1975 1979 PRICE: $16.95 ORDER NO. : 992851

SUBJECT AREA: Career Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- 0 identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- ● reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- 0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- 0 subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- 0 student activities
- ● student work sheets
- 0 consumable materials included
- 0 review questions
- 0 pretest and/or post-test
- ● answer key
- ● teachers handbook/manual
- 0 simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- ● cassette tapes
- ● length: 30 minutes/cassette
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- 0 English only (ESL)
- ● native language only

INTENDED USE

- ● student resource
- ● teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- 0 post-secondary
- 0 adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator: _____
- 0 reading level: _____ grade
  (readability index: _____)
- 0 reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 color ● b/w

PRINT MATERIAL FORMAT

- 0 hardbound 0 paperbound
- 0 loose leaf ● stapled
- 0 plastic spine
- ● number of pages: 12

VC RD

DESCRIPTION

Resource contains 15 booklets with 15 four-page skill development sheets that teach and reinforce basic skills. A teacher's guide and answer sheet are provided. The exercises include yes - no, sequencing, matching pictures with words.

Resource uses an audio approach to learning, and is designed to prepare the students for finding employment. Topics include: What You Can Do Best, What You Don't Do Well, Learning A Skill, Getting Help, Getting That Job, Is This Job For You?, The Interview, Keeping That Job.

COMMENTS

Both the books and tapes contain many errors. They are poorly prepared.

0 RECOMMENDED • NOT RECOMMENDED

VCRD

TITLE: EN EL EMPLEO AND ON THE JOB
(Spanish/English cassette tapes)

AUTHOR:

SOURCE: Educational Design, Inc.
451 South Jefferson St.
Orange, N.J. 07050

COPYRIGHT: 1975 1979 PRICE: $379. both ORDER NO. : EDI 350-01

SUBJECT AREA: Career Education

NATIVE LANGUAGE: Spanish/English

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- ● identifies related work skills
- 0 promotes development of psychomotor skills
- ● provides immediate feedback
- 0 reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- 0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- 0 subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- ● student activities
- ● student work sheets
- 0 consumable materials included
- ● review questions
- 0 pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- 0 simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- ● cassette tapes
- ● length: 15 minutes per side
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- ● essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- ● English only (ESL)
- ● native language only

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- 0 post-secondary
- 0 adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator: _____
- ● reading level: Secondary grade
  (readability index: _____)
- 0 reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 color ● b/w

PRINT MATERIAL FORMAT

- 0 hardbound 0 paperbound
- 0 loose leaf ● stapled
- 0 plastic spine
- 0 number of pages: _____

VCRD

DESCRIPTION

This course of "The World of Work" consists of 14 cassette lesson tapes; they are divided into four categories: 1. View on the Job, 2. Dealing with Supervisors, 3. The Rules of the Game, and 4. Moving Up or Out. Each lesson tape is approximately 15 minutes long. The kit was a set of 24 booklets (1 for each student) and an instructor's guide. The 14 tapes (Spanish on one side, English on the other) come in a large, durable box for good maintenance of the tapes.

Teacher's manual provides excellent suggestions for using the tapes with groups, discussion questions, and key points in each tape. Student worksheets are provided for the review questions given on the tape. Answers are also given on the tape for immediate feedback.

COMMENTS

Tapes discuss various problem situations that may occur on the job and provide possible solutions/responses. Problems presented are typical and easily identifiable by most employers. Humor is well used. Conversation/dialogue is clear and easy to understand. The kit is recommended for all students categorized as "disadvantaged" because of its interesting approach. The review questions with immediate feedback add motivation for students to pay attention to the tapes.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: FOREIGN LANGUAGES AND CAREERS: A TRANSPARENCY PRESENTATION

AUTHOR: Johnson and Bachem

SOURCE: Vocational-Technical Curriculum Laboratory
Rutgers - The State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey

COPYRIGHT: 1975 1979 PRICE: Contact Publisher ORDER NO.: Pub.# 0008

SUBJECT AREA: Career Education

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ○ develops favorable work attitudes/habits
- ● identifies related work skills
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- ● bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ consumable materials included
- ○ review questions
- ○ pretest and/or post-test
- ○ answer key
- ○ teachers handbook/manual
- ● simple directions

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip _____mm
- ○ film reel to reel _____mm
- ○ 35mm slides
- ○ 35mm slides with cassette tapes
- ○ cassette tapes
- ○ length: _____ minutes
- ○ transparencies/transparency masters
- ○ games
- ○ color ○ b/w
- ○ other: _____

BILINGUAL FEATURES

- ○ recognition of cultural differences
- ○ progressive development of English skills
- ○ procedures for skill mastery specified
- ○ essential job vocabulary specified
- ○ interlinear translation
- ○ page-by-page translation
- ○ English translation with glossary
- ● English only (ESL)
- ○ native language only

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ● post-secondary
- ○ adult education

MATERIAL READABILITY

- ● large print format
- ● generous paragraph spacing
- ● high interest motivator: Transparency drawing
- ● reading level: 12 grade
  (readability index: Frye)
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ○ color ● b/w

PRINT MATERIAL FORMAT

- ○ hardbound ○ paperbound
- ○ loose leaf ● stapled
- ○ plastic spine
- ● number of pages: 21

VCRD

DESCRIPTION

The purpose of this transparency presentation is to delineate the career benefits of studying a foreign language as a secondary skill.

The scripts and originals for 20 transparencies are included in this manual, along with a list of resources.

Some titles of the transparencies include:

Learning a Language
Understanding, Speaking, Reading, and Writing
Acquisition of a Skill
Foreign Languages and Careers
Career Clusters that Utilize Professions With a Skill in Foreign Languages
Foreign Language Skills as an Asset in Securing a Position
Levels of Competency
Business and Industry
Employment Advertisements
International Demand
Federal Agencies

COMMENTS

Although this transparency presentation was not designed for the ESL student, its emphasis on the career advantages of acquiring <u>any</u> secondary language can be used as a motivational tool and introduction to a career education unit.

The script may have to be revised and expanded upon for the ESL student at the secondary level, but the transparency ideas are useful and easily adapted to different teaching situations.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: A GIRL LIKE ME/A BOY LIKE ME
UNA NINA COMO YO/UN NINO COMO YO

AUTHOR:

SOURCE: Miller-Brody Producation, Inc.
342 Madison Ave.
New York, N.Y. 10017

COPYRIGHT: 1975 1979 PRICE: $36.00 ORDER NO. : SA 100SP

SUBJECT AREA: Career Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- 0 develops favorable work attitudes/habits
- 0 identifies related work skills
- 0 promotes development of psychomotor skills
- ● provides immediate feedback
- 0 reinforces positive personal/social behavior
- ● avoids sex stereotyping
- 0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- 0 subject specified (index/table of contents)
- ● bibliography/references
- 0 performance objectives
- ● student activities
- 0 student work sheets
- 0 consumable materials included
- ● review questions
- 0 pretest and/or post-test
- 0 answer key
- ● teachers handbook/manual
- 0 simple directions

NON-PRINT MATERIAL FORMAT

- ● film loop/strip 35 mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- ● cassette tapes
- ● length: 12 minutes each
- 0 transparencies/transparency masters
- 0 games
- ● color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- 0 English only (ESL)
- ● native language only

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- 0 individual instruction
- ● group instruction
- 0 secondary
- 0 post-secondary
- 0 adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator: _____
- 0 reading level: _____ grade
  (readability index: _____)
- 0 reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 color 0 b/w

PRINT MATERIAL FORMAT

- 0 hardbound 0 paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- 0 number of pages: _____

VCRD

DESCRIPTION

This set of 2 filmstrips and 2 tapes was produced by the Women's Media Workshop to show similarities in feelings and career aspirations between boys and girls. All the pictures are drawings - well done in nice color. There is a teacher's manual with instructions for utilizing the filmstrips and conducting class discussions, and a bibliography. All these are geared to elementary school students. No mention is made of different attitudes in different cultures and their value to the survival of those cultures.

COMMENTS

This set is not recommended because of the age level of the intended audience and because of the lack of recognition of different attitudes in Hispanic culture and their value.

It would only be recommended for American elementary school students who will also be given information from other sources about other cultures.

0 RECOMMENDED • NOT RECOMMENDED

TITLE: HABILIDADES VOCACIONALES PARA EL PORVENIR
(Series of 6 filmstrips/cassettes)

AUTHOR:

SOURCE: Coronet Media
65 East South Water Street
Chicago, Illinois 60601

COPYRIGHT: 1975 1979 PRICE: $99.00 ORDER NO. : M0341

SUBJECT AREA: Career Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- ● identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- ● reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- 0 avoids cultural stereotyping

BILINGUAL FEATURES

- ● recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- ● essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- ● English only (ESL)
- ● native language only

INSTRUCTIONAL FORMAT

- 0 subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- 0 student activities
- 0 student work sheets
- 0 consumable materials included
- 0 review questions
- 0 pretest and/or post-test
- 0 answer key
- ● teachers handbook/manual
- 0 simple directions

INTENDED USE

- ● student resource
- ● teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary
- 0 adult education

NON-PRINT MATERIAL FORMAT

- ● film loop/strip 35 mm
- 0 film reel to reel _____ mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- ● cassette tapes
- ● length: 5-12 minutes each
- 0 transparencies/transparency masters
- 0 games
- ● color 0 b/w
- 0 other: _____

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator:

_____

- 0 reading level: _____ grade

(readability index: _____)

- 0 reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 color 0 b/w

PRINT MATERIAL FORMAT

- 0 hardbound 0 paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- 0 number of pages: _____

VC RD

DESCRIPTION

Six titles in series are:

A New World of Jobs
Business and Clerical Vocations
Commercial and Graphic Arts
Communication and Information Trades
Construction and Manufacturing Trades
Health and Medical Vocations

Each accompanying cassette is recorded on one side in English; the other. in Spanish. They describe major career areas and specific training and skills necessary to succeed in those areas. Filmstrips provide many specific examples of related skills.

Teacher's guide in English includes student objectives, summary of materials covered, and suggestions for further study. Teacher's guide in Spanish includes vocabulary list of words used in presentation, questions about students' experiences related to specific occupations, questions about material presented, and student activities. Catalog cards are also included for library referencing.

COMMENTS

Series is professionally done, with clear pictures, concise information, and good audio production. Some sex stereotyping is visible, as well as a predominance of Anglo-Saxon figures, in some - but not all - filmstrips.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: HOW TO GET A JOB AND KEEP IT

AUTHOR: Goble

SOURCE: Steck-Vaughn Company
P. O. Box 2028
Austin, Texas 78767

COPYRIGHT: 1975 1979 PRICE: $1.68 ORDER NO. : ISBN 0-8114-0499-4

SUBJECT AREA: Career Education

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

- (•) develops self-worth concept
- (•) develops career awareness
- (•) develops favorable work attitudes/habits
- ( ) identifies related work skills
- ( ) promotes development of psychomotor skills
- ( ) provides immediate feedback
- (•) reinforces positive personal/social behavior
- (•) avoids sex stereotyping
- (•) avoids cultural stereotyping

BILINGUAL FEATURES

- ( ) recognition of cultural differences
- ( ) progressive development of English skills
- (•) procedures for skill mastery specified
- (•) essential job vocabulary specified
- ( ) interlinear translation
- ( ) page-by-page translation
- ( ) English translation with glossary
- (•) English only (ESL)
- ( ) native language only

INSTRUCTIONAL FORMAT

- (•) subject specified (index/table of contents)
- ( ) bibliography/references
- ( ) performance objectives
- (•) student activities
- (•) student work sheets
- (•) consumable materials included
- (•) review questions
- ( ) pretest and/or post-test
- ( ) answer key
- ( ) teachers handbook/manual
- ( ) simple directions

INTENDED USE

- (•) student resource
- ( ) teacher resource
- ( ) administrator resource
- (•) individual instruction
- (•) group instruction
- (•) secondary
- (•) post-secondary
- (•) adult education

NON-PRINT MATERIAL FORMAT

- ( ) film loop/strip _____mm
- ( ) film reel to reel _____mm
- ( ) 35mm slides
- ( ) 35mm slides with cassette tapes
- ( ) cassette tapes
- ( ) length: _____ minutes
- ( ) transparencies/transparency masters
- ( ) games
- ( ) color ( ) b/w
- ( ) other: _____

MATERIAL READABILITY

- ( ) large print format
- ( ) generous paragraph spacing
- (•) high interest motivator:

subject area _____

- (•) reading level: 6-7 grade

(readability index: frye)

- ( ) reading level: professional

ILLUSTRATIONS

- (•) drawings/cartoons
- ( ) photographs
- ( ) charts/graphs
- ( ) color (•) b/w

PRINT MATERIAL FORMAT

- ( ) hardbound (•) paperbound
- ( ) loose leaf ( ) stapled
- ( ) plastic spine
- (•) number of pages: 63

VCRD MARYLAND

DESCRIPTION

This student work-textbook provides information on how to get and keep a job using contemporary examples and many student activities. There are sample forms, letters, and line drawings. A glossary of words relating to employment is appended. Positive attitudes and actions are stressed.

COMMENTS

This material was developed for adult education programs and would benefit students who can read English at the 6-7th grade level. It could only be used in bilingual programs when the students have acquired some proficiency in reading English.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: JOB OPPORTUNITIES

AUTHOR:

SOURCE: National Indochinese Clearinghouse
& Technical Assistance Center
1611 North Kent Street
Arlington, Virginia 22209

COPYRIGHT: _____ 1979 PRICE: $140 ORDER NO.: CAL24

SUBJECT AREA: Career Education

NATIVE LANGUAGE: Vietnamese

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- 0 develops favorable work attitudes/habits
- 0 identifies related work skills
- 0 promotes development of psychomotor skills
- ● provides immediate feedback
- 0 reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- 0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- 0 subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- 0 student activities
- 0 student work sheets
- 0 consumable materials included
- 0 review questions
- 0 pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- 0 simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- ● length: 30 minutes
- 0 transparencies/transparency masters
- 0 games
- ● color 0 b/w
- ● other: Video Tape

BILINGUAL FEATURES

- 0 recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- ● interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- 0 English only (ESL)
- 0 native language only

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary
- ● adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator: _____
- 0 reading level: _____ grade (readability index: _____)
- 0 reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 color 0 b/w

PRINT MATERIAL FORMAT

- 0 hardbound 0 paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- 0 number of pages: _____

VCRD

DESCRIPTION

This resource is the first in a two-part presentation entitled "About Job Opportunities." The dialog consists of questions and answers to questions concerning: public and private employment agencies, employment forms, mimimum wage, accident insurance, re-certification of professional persons (doctors, lawyers, dentists, etc.), and various services provided under CETA legislation.

COMMENTS

All commentary is provides in both English and Vietnamese. Pace is moderate. This resource is not recommended due to its high purchase price and somewhat limited score, and depth of content.

0 RECOMMENDED ● NOT RECOMMENDED

VCRD

TITLE: LA ETICA DE TRABAJO
THE WORK ETHIC: A VICTIM OF PROGRESS?

AUTHOR:

SOURCE: Miller-Brody Production, Inc.
342 Madison Ave.
New York, N.Y. 10011

COPYRIGHT: 1974 1979 PRICE: $3[illegible]00 ORDER NO. : 8-EE-5430

SUBJECT AREA: Career Education

NATIVE LANGUAGE: English/Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
● develops career awareness
● develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
● provides immediate feedback
0 reinforces positive personal/social behavior
● avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

● film loop/strip 35 mm

0 film reel to reel _____ mm
0 35mm slides
0 35mm slides with cassette tapes
● cassette tapes

● length: 17 minutes
0 transparencies/transparency masters
0 games
● color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
● native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: _____

VC RD

DESCRIPTION

This filmstrip-cassette kit with both English and Spanish language tapes discusses the work ethic and historic changes in it. It could be used as an introductory unit in any vocational program. As an introductory unit, however, the Spanish version would need to be used where the students' English skills are minimal or totally lacking.

COMMENTS

Some cultural stereotyping may be evident by the use of only male voice in the Spanish version.

For greatest resource usability, the instructor must know Spanish in order to have a class discussion of the ideas presented in this filmstrip.

VCRD

● RECOMMENDED ○ NOT RECOMMENDED

With reservations. See comment.

TITLE: LEAMOS SOBRE VIENTE OCUPACIONES!
TWENTY TRADES TO READ ABOUT

AUTHOR: Lamatino & Mintz

SOURCE: Vocational-Technical Curriculum Laboratory
Rutgers - The State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

COPYRIGHT: 1978 1979 PRICE: $6.75 ORDER NO. : BI 901

SUBJECT AREA: Career Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- 0 develops favorable work attitudes/habits
- ● identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- 0 reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- ● student activities
- ● student work sheets
- 0 consumable materials included
- 0 review questions
- 0 pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- ● simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- ● recognition of cultural differences
- 0 progressive development of English skills
- ● procedures for skill mastery specified
- 0 essential job vocabulary specified
- ● interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- 0 English only (ESL)
- 0 native language only

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- 0 post-secondary
- ● adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator: _____
- ● reading level: 4 - 6 grade
  (readability index: _____)
- 0 reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 color ● b/w

PRINT MATERIAL FORMAT

- 0 hardbound ● paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- ● number of pages: 154

VCRD

DESCRIPTION

This student text-workbook is basically a page-by-page translation of the original English-only version of 20 Trades to Read About. It contains a page of English text concerning a trade, a page of a Spanish translation of the text and a series of language skill exercises for each of the twenty trades. The exercises in the beginning are mostly written in Spanish, but those toward the end are predominately in English. Part of the exercise section is composed of a glossary of trade terms in 2 columns: one Spanish, one English. The Spanish words are all typed in red, the English in black.

COMMENTS

The stories in English might be considered a bit trite and childish, but they do aid Spanish-speaking students in increasing their English vocabulary and learning about a variety of jobs.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: VIVA! FAMOUS MEXICAN AMERICANS

AUTHOR: Crawford

SOURCE: Steck-Vaughn
807 Brazos
Austin, Texas 78768

COPYRIGHT: 1976 1979 PRICE: $1.92 ORDER NO.: 0513-3

SUBJECT AREA: Career Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
● student activities
● student work sheets
● consumable materials included
● review questions
0 pretest and/or post-test
● answer key
0 teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
● progressive development of English skills
0 procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

● large print format
● generous paragraph spacing
● high interest motivator: true-life stories
● reading level: 8 grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
● photographs
● charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 100

VC RD

DESCRIPTION

The intent of this collection of true-life stories is two-fold: (1) to motivate and inspire students with pride of their heritage and (2) to acquaint students with some of the career goals and achievements made by others with their cultural heritage.

Each story is followed by comprehension/skill building activities that students can complete in the book. The activities are divided into (1) "Understanding the Story," (2) "Vocabulary," and (3) "Things to Write About."

Photographs of the famous people discussed in the dialog are shown.

COMMENTS

Print, format, and language should make this book very enjoyable reading for students. Especially appropriate in bilingual-bicultural programs to stimulate ethnic pride.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: MÉTODOS PRÁCTICOS DE ACABADO

AUTHOR: Editorial Diana

SOURCE: Heffernan
School Supply Company
2111 West Avenue
San Antonio, Texas 78201

COPYRIGHT: 1979 PRICE: $1.50 ORDER NO. : _____

SUBJECT AREA: Carpentry

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
● native language only

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
● individual instruction
0 group instruction
0 secondary
0 post-secondary
● adult education /technical/vocational

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

● reading level: Post 2ndary grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 134

VCRD

DESCRIPTION

Contents include many aspects of furniture and other finishing - such as preparation of surfaces, tinting and varnishing, patching, etc. Sections on ceramics included.

Designed to be used by artisan and small-scale businesses as a reference manual and guide.

COMMENTS

Explicit and detailed explanations of tools, materials, and methods. Technical vocabulary is used. Comprehensive coverage of subject area.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: TOOLS AND MATERIALS

AUTHOR:

SOURCE: PREP, Inc.
1575 Parkway Avenue
Trenton, New Jersey 08628

COPYRIGHT: 1977 1979 PRICE: $5,675.00 ORDER NO. :

SUBJECT AREA: Carpentry

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- ● identifies related work skills
- ● promotes development of psychomotor skills
- ● provides immediate feedback
- ● reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● consumable materials included
- ● review questions
- ● pretest and/or post-test
- ● answer key
- ● teachers handbook/manual
- ● simple directions

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip _____mm
- ○ film reel to reel _____mm
- ○ 35mm slides
- ○ 35mm slides with cassette tapes
- ○ cassette tapes
- ● length: * minutes
- ○ transparencies/transparency masters
- ○ games
- ● color ○ b/w
- ● other: La Belle type cartridge

*see comments

BILINGUAL FEATURES

- ○ recognition of cultural differences
- ○ progressive development of English skills
- ● procedures for skill mastery specified
- ● essential job vocabulary specified
- ● interlinear translation
- ○ page-by-page translation
- ○ English translation with glossary
- ○ English only (ESL)
- ○ native language only
- ● consummables use Spanish subtitles.

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ● adult education

MATERIAL READABILITY

- ○ large print format
- ○ generous paragraph spacing
- ● high interest motivator: format of resource
- ○ reading level: _____ grade
- (readability index: _____)
- ● reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- ○ color ○ b/w

PRINT MATERIAL FORMAT

- ○ hardbound ○ paperbound
- ● loose leaf ○ stapled
- ○ plastic spine
- ● number of pages: 326 Tchr. Guide

VC RD

DESCRIPTION

This resource is a comprehensive, multi-media package which is designed to instruct students in basic, hands-on construction skills. Physical components include: A guidance package (instructors guide, 4 cartridges, consumable forms on various types); the student work station; materials cases (one per student required); tool boxes (4); audio visual lesson cartridges (21); tools and materials accessories; and audio visual projector(s). Reinforcement and evaluation are integral components of the resource. Students construct 7 projects, each of which incorporates 3 lessons. The project titles are: Building a Frame Wall, Installing Plumbing Fixtures, Installing Electrical Fixtures, Strengthening and Insulating a Frame Wall, Installing Wall Panels, Finishing Wall Panels, and Installing Wall Fixtures. Career awareness is emphasized throughout the guidance package, and skill development is emphasized (primarily hand tools) in the lessons. Further specifics may be obtained by contacting the developer (609) 882-2668.

COMMENTS

This resource was designed for use with any student having a limited knowledge of hand tools. It would be suitable for students of average or below average ability. The developer notes that, under proper supervision, it would be suitable for retarded or lower ability students as well. MVCRDC staff reviewed a sample of the cartridges to provide time estimates as follow:

Pre-test - 25 min.
Post test - 18 min.
Introduction to Tools and Materials - 19 min.
Guidance - 20 min.

The preceeding four cartridges constitute the guidance package. A sample lesson cartridge was also reviewed. It was titled Installing Plumbing Fixtures and required 40 min. It is important to note that the time estimates are made with reference to the presentation viewing time only. Actual student use times would necessarily be greater.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: HOUSEKEEPING DIRECTIONS...A SIMPLIFIED GUIDE
INSTRUCCIONES PARA TAREAS DOMESTICAS...UNA GUIA FACIL

AUTHOR:

SOURCE: The Soap and Detergent Association
475 Park Ave. South at 32nd St.
New York, N.Y. 10016

COPYRIGHT: ND 1979 PRICE: $.50 ORDER NO. : HD (E)

SUBJECT AREA: Custodial and Maintenance

NATIVE LANGUAGE: English/Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
● promotes development of psychomotor skills
0 provides immediate feedback
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
● procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
● native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
● high interest motivator:
_____
● reading level: Adult grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 60-67

VC RD

DESCRIPTION

1. Includes sections on Housecleaning; Safety in the Home, Dishwashing, and Laundering.
2. Could be used with native speakers of English or Spanish who read at a secondary level. It would not be recommended for ESL as there is too much specialized vocabulary for a non-native speaker. The directions appear clear and comprehensive.

COMMENTS

Good, clear, comprehensive treatment of subject matter in all its aspects. Although women predominate in the illustrations, there are a few pictures of men cleaning trash cans and shades, washing lamps, dishes (in the dishwasher), etc. Interestingly this differs in the Spanish text (no men washing things by hand.)

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: EXHIBICIÓN AVANZADA

AUTHOR: Mintz

SOURCE: Vocational-Technical Laboratory
Rutgers - The State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

COPYRIGHT: 1979 1979 PRICE: $3.00 ORDER NO. : BI-902

SUBJECT AREA: Distributive Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
● develops career awareness
● develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
● provides immediate feedback
● reinforces positive personal/social behavior
0 avoids sex stereotyping
● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
● page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

● student resource
● teacher resource
● administrator resource
● individual instruction
0 group instruction
● secondary
0 post-secondary
● adult education

MATERIAL READABILITY

● large print format
● generous paragraph spacing
0 high interest motivator:
_____
● reading level: Secondary grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

C drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 28

VC RD

DESCRIPTION

This Spanish-English wordbook was developed as a supplementary aid for both native Spanish speakers learning English and English speakers learning Spanish. It contains definitions of selected words important to the child care occupational area. Translations of the definitions are page-by-page, with the Spanish word and definition presented first, and the English translation on the opposite page.

Vocabulary words are presented alphabetically from "abnormal" to "transition." A second section of the wordbook defines cluster words from "achievement 'test' to 'speech-language development'."

Definitions include syllable division, pronunciation and use of each new word in a sentence.

COMMENTS

An excellent aid to learning retention and comprehension of new vocabulary words for any bilingual students in the child care vocational area. Sentences and definitions are fairly simple and non-technical. The format of each page is designed to allow the teacher to duplicate the page and cut it up for "vocabulary cards."

Sex bias is evidenced by the predominance of male names used as examples in the statements.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: BASIC ELECTRICITY

AUTHOR:

SOURCE: Institute of Modern Languages
2622 Pittman Drive
Silver Spring, Maryland 20910

COPYRIGHT: 1975 1979 PRICE: $5.56 ORDER NO.: 039-7-1511

SUBJECT AREA: Electricity / Electronics

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- 0 develops favorable work attitudes/habits
- 0 identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- 0 reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- 0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- ● student activities
- 0 student work sheets
- 0 consumable materials included
- ● review questions
- 0 pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- ● simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- ● progressive development of English skills
- 0 procedures for skill mastery specified
- ● essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- ● English only (ESL)
- 0 native language only

INTENDED USE

- ● student resource
- ● teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- 0 post-secondary
- ● adult education

MATERIAL READABILITY

- 0 large print format
- ● generous paragraph spacing
- 0 high interest motivator: _____
- 0 reading level: _____ grade
- (readability index: _____)
- 0 reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 color ● b/w

PRINT MATERIAL FORMAT

- 0 hardbound ● paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- ● number of pages: 126

VCRD

DESCRIPTION

Text utilizes the situational reinforcement (SR) method of learning a second language. Each of the 15 lessons is broken up into 3 parts: (1) Listening practice, which includes introduction of vocabulary and conversation questions; (2) Reading, which is followed by conversational questions; and (3) a selection of vocabulary and structure exercises.

This series introduces the student to elementary electronics and develops the student's English language skills.

COMMENTS

Students are presented the new language in familiar situations. Students are given a "hands-on" experience with this method.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: BASIC ELECTRICITY FOR APPLIANCES
ELECTRICIDAD BASICA PARA APARATOS CASEROS

AUTHOR:

SOURCE: Whirlpool Corporation
Consumer Affairs Training
Benton Harbor, Michigan 49022

Eng. text 603263R
Span text 603264
Eng. tapes 603003
Span tapes 603146

COPYRIGHT: 1975 1979 PRICE: $25.00 ORDER NO. :

SUBJECT AREA: Electricity/Electronics

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
● promotes development of psychomotor skills
● provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
● student work sheets
0 consumable materials included
● review questions
● pretest and/or post-test
● answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____ mm
0 film reel to reel _____ mm
0 35mm slides
0 35mm slides with cassette tapes
● cassette tapes
● length: 30 minutes approx. ea. side
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
● procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
● native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

● reading level: Secondary grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine 63 Eng. Guide
● number of pages: 255 Eng. Text
63 Span. Guide
140 Span. Text

VCRD MATERIALS

DESCRIPTION

This program consists of a text and 2 cassette tapes with a set of illustrations and exams to accompany the tapes, one set in English and one in Spanish. The content ranges from basic electrical principles to practical concerns such as house wiring, reading diagrams, and tracing circuits in various appliances. Some sections are presented in a programmed learning mode with correct answers on the next page or immediately after the question in a column to be covered by a card. There is an answer key in the appendix for questions posed in the text material. Other material in the appendix includes safety information and a glossary. The Spanish version is similar to the English one except that it lacks the appendices.

COMMENTS

These kits may be very useful in a program that combines English and Spanish-speaking students. It may also be used to teach Spanish speaking students their trade areas in both English and Spanish. The programmed instruction features make it especially valuable in classes with wide variations in student's linguistic and technical backgrounds. It may also be used in construction or building trades programs, where basic electricity is needed for housewiring background.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: REPARACIÓN DE TELEVISIÓN A COLOR

AUTHOR: Buchsbaum

SOURCE: Heffernan
School Supply Company
2111 West Avenue
San Antonio, Texas 78201

COPYRIGHT: 1970 1979 PRICE: $7.50 ORDER NO. :

SUBJECT AREA: Electricity/Electronics

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
● promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

BILINGUAL FEATURES

0 recognition of cultural differences
● progressive development of English skills
● procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
● native language only

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
● individual instruction
0 group instruction
0 secondary
0 post-secondary
● adult education /technical

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

● reading level: Adult grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
● photographs
● charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

● hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 299

VCRD

DESCRIPTION

This highly technical manaul could be used as a reference work for someone with previous background in TV repair. It is an update on color TV as a continuation of knowledge of black and white sets (written in collaboration with TV manufacturers). It includes a section on locating problem areas.

COMMENTS

This very comprehensive manual proceeds step-by-step and builds skills and knowledge. Technical vocabulary.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD MARYLAND

TITLE: DICCIONARIO TECHNICO DE ELECTROMECANICA (INGES - ESPANOL)

AUTHOR: Ballesteros

SOURCE: Bilingual Publications
1966 Broadway
New York City, N.Y. 10023

COPYRIGHT: 1976 1979 PRICE: $8.95 ORDER NO. : By title

SUBJECT AREA: Engineering

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: 294

VCRD

DESCRIPTION

This dictionary is intended as a general reference for any Spanish technical engineer. The Introduction is in Spanish, as are the tables at the back of the book.

All alphabetized words are in English, with Spanish definitions. No pronunciation is given. Definitions are succinct, consisting of 2 or 3 synonyms without explanation.

COMMENTS

For the engineering student who needs a quick translation of written technical terms in English to their Spanish equivalents, this dictionary would be a useful reference.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: COOKING EASY AS PIE IN A TITLE 1 PROGRAM

AUTHOR: Rickert and Archer

SOURCE: Photocopies
NADC
49 Washington Avenue
Cambridge, MA 02140

COPYRIGHT: _____ 1979 PRICE: $2.00 ORDER NO. : SP 641.5 A21.C

SUBJECT AREA: Food Industries

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- 0 develops career awareness
- ● develops favorable work attitudes/habits
- 0 identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- 0 reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- 0 subject specified (index/table of contents)
- ● bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- 0 consumable materials included
- ● review questions
- 0 pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- ● simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- ● English only (ESL)
- 0 native language only

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- 0 post-secondary
- 0 adult education

MATERIAL READABILITY

- 0 large print format
- ● generous paragraph spacing
- ● high interest motivator: pictures
- ● reading level: 4 - 5 grade (readability index: _____)
- 0 reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 color ● b/w

PRINT MATERIAL FORMAT

- 0 hardbound 0 paperbound
- 0 loose leaf ● stapled
- 0 plastic spine
- ● number of pages: 41

VC RD

DESCRIPTION

This learning module is a collection of step-by-step recipes for students to follow, activities to help them remember essential vocabulary associated with cooking tasks, pictures illustrating the cooking procedures, and ingredients. A lesson plan for teachers is included.

Each month has a recipe to be cooked. From September to May, these include:

Sept. - hotcakes
Oct. - Jack o' lantern teacakes
Nov. - Harvest pumpkin cookies
Dec. - Christmas wreaths and candy cane cookies
Jan. - chocolate conchurros
Feb. - perfect pizza
Mar. - clay you can eat
Apr. - crispy Burritos, Bunitos con Refritoes
May - orange Julius

COMMENTS

The student activities are both numerous and creatively fun - "gamey," rather than pedagogical. Drawings, although amateurish and mocking, maintain interest.

• RECOMMENDED 0 NOT RECOMMENDED

VCRD MARYLAND

TITLE: VIETNAMESE COOKERY

AUTHOR: Nhu Huong Miller

SOURCE: Charles E. Tuttle
Drawer F
Rutland, Vermont 05701

COPYRIGHT: 1968 1979 PRICE: $5.25 ORDER NO. : By title

SUBJECT AREA: Food Industries

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
0 progressive development of English skills
● procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

0 student resource
0 teacher resource
● administrator resource
● individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: 118

VCRD

DESCRIPTION

This cookbook is not written for Vietnamese ESL students learning vocational skills in food industries. Rather, it is intended for the English-speaking person not familiar with Vietnamese cookery. For this reason, the focus of the book is on teaching the reader about Vietnamese equipment, ingredients, and cooking procedures.

Many recipes are provided; grouped into 9 areas:

- basic recipes
- soups
- pork main dishes
- beef main dishes
- seafood main dishes
- chicken and duck
- salads
- deserts
- hors d' oeuvres

COMMENTS

Because the book's intent is not to teach English skills, but to teach Vietnamese cooking, a low reading level is not required.

Simple directions, explicit background information, and recognition of cultural differences is needed; and they are provided.

Vietnamese Cookery would be an asset to the person wishing to make native-born Vietnamese feel at home by serving them familiar dishes.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: ENGLISH/SPANISH SPANISH/ENGLISH MEDICAL GUIDE

AUTHOR: Hirschhorn

SOURCE: Regents Publishers Company, Inc.
2 Park Avenue
New York, N.Y. 10016

COPYRIGHT: 1968 1979 PRICE: $1.25 ORDER NO. : 17429

SUBJECT AREA: Health Occupations

NATIVE LANGUAGE: English/ Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
● essential job vocabulary specified
● interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
0 group instruction
0 secondary
0 post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator: _____

0 reading level: _____ grade

(readability index: _____)

● reading level: professional /vocational

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 120

VCRD

DESCRIPTION

1. Phrases - Statements, Commands, Questions
2. Diseases and Conditions
3. Anatomy and Physiology
4. Clinic, Treatment, Procedings
5. Microbiology, Public Health, Lab Examinations
6. Opposites, Numbers, Time/Calendar, Measures

This could be useful as a reference book for quick reference, both in a medical setting or in an accident situation.

The degree of difficulty ranges from simple commands to medical terminology.

COMMENTS

Clear presentation: Terminology organized alphabetically under topic headings. Quick and handy. Level of vocabulary differs (See above.)

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

Home Economics/Needle Trades

TITLE: EL CUIDADO DE NINOS
(Spanish-English wordbook on Child Care)

AUTHOR: Mintz

SOURCE:
Vocational-Technical Curriculum Laboratory
Rutgers - The State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

COPYRIGHT: 1979 1979 PRICE: $3.50 ORDER NO. : BI-903

SUBJECT AREA: Home Economics/Needle Trade

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
● develops career awareness
● develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
● provides immediate feedback
● reinforces positive personal/social behavior
0 avoids sex stereotyping
● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
● page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

● student resource
● teacher resource
● administrator resource
● individual instruction
0 group instruction
● secondary
0 post-secondary
● adult education

MATERIAL READABILITY

● large print format
● generous paragraph spacing
0 high interest motivator:

_____

● reading level: Secondary grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 32

VCRD

DESCRIPTION

This Spanish-English wordbook was developed as a supplementary aid for both native Spanish speckers learning English and English speckers learning Spanish. It covtains definitions of selected words important to the Display occupational area. Translations of the definitions are page-by-page, with the Spanish word and definition presented first, and the English translation on the opposite page.

Vocabulary words are presented alphabetically from "achromatic" to "value." A second section of the wordbook defines cluster words from "angled front" to "white light."

Definitions include syllable division, pronunciation, and use of each new word in a sentence.

COMMENTS

An excellent aid to learning retention and comprehension of new words for any bilingual student in the Display occupational area. The terms, sentences, and definitions are very simple in both languages. The format of each page is designed to allow the teacher to duplicate the page and cut it up into sections for vocabulary cards."

Sex-role stereotyping is shown in statements illustrating the vocabulary words.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: CITIZENSHIP, IMMIGRATION, NATURALIZATION

AUTHOR: Newhouse

SOURCE: Newhouse Press
P. O. Box 76145
Los Angeles, California 90076

COPYRIGHT: 1977 1979 PRICE: $4.95 ORDER NO. : by Title

SUBJECT AREA: Life Skills/Consumer Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- 0 develops career awareness
- 0 develops favorable work attitudes/habits
- 0 identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- ● reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- 0 subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- 0 student activities
- 0 student work sheets
- 0 consumable materials included
- 0 review questions
- 0 pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- 0 simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- ● recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- ● page-by-page translation
- ● English translation with glossary
- 0 English only (ESL)
- 0 native language only

INTENDED USE

- ● student resource
- ● teacher resource
- 0 administrator resource
- 0 individual instruction
- ● group instruction
- 0 secondary
- 0 post-secondary
- ● adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator: _____
- 0 reading level: _____ grade (readability index: _____)
- 0 reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- 0 photographs
- ● charts/graphs
- ● color 0 b/w

PRINT MATERIAL FORMAT

- 0 hardbound ● paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- ● number of pages: 136

VC RD

DESCRIPTION

This concise booklet provides information necessary for naturalization and Americanization of foreign-born students. Seven major divisions are:

Citizenship
Early American History
Declaration of Independence
American Government
State and Local Government
Wars & Acquisitions
Geography

Appendix includes the Declaration of Independence, the Constitution, and a glossary. Question-answer format throughout the booklet.

COMMENTS

Excellent resource for students applying for citizenship. It is not intended and should not be used as the complete test for an American history or civics class.

1 RECOMMENDED 0 NOT RECOMMENDED

TITLE: IT'S YOUR MONEY (books 1 & 2)

AUTHOR: Feinstein & Maley

SOURCE: Steck-Vaughn Company
P. O. Box 2028
Austin, Texas 78767

COPYRIGHT: 1973 1979 PRICE: $1.80 ea ORDER NO. :

SUBJECT AREA: Life Skills/Consumer Ed.

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
● student activities
● student work sheets
0 consumable materials included
● review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
● procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator: _____
● reading level: 7.5 grade
(readability index: Producer)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 98 Book 1
92 Book 1

VC RD

DESCRIPTION

These two student "worktexts" provide both basic math drill and practice of the math problem-solving skills in relation to personal finance, consumer education, and home improvement projects. Each unit begins with a short story and a cartoon-type drawing to set a theme. Problems are presented with their solutions as examples, and additional activities and exercises are provided.

COMMENTS

Due to the relatively high reading level (publisher-specified), some degree of proficiency in reading English is required. However, for students who need to learn practical application of math skills in a simpler form than usually provided for most vo-tech students this material may be very helpful.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD MARYLAND

TITLE: JAZZ CHANTS

AUTHOR: Graham

SOURCE: Oxford University Press
16-00 Pollitt Drive
Fair Lawn, N.J. 07410

COPYRIGHT: 1978 1979 PRICE: _____ ORDER NO. : By title

SUBJECT AREA: Life Skills/Consumer Education

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
● promotes development of psychomotor skills
● provides immediate feedback
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
● student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
● teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
● cassette tapes

● length: 52 minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
● progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
0 individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
● high interest motivator:
Game-type instructional format

0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 80 (Tchr. guide)

VCRD MARYLAND

DESCRIPTION

This resource consists of a cassette tape and teacher's guide. The resource is designed to improve speaking and listening comprehension skills. Chants and poems are rhythmically expressed. Students are instructed to repeat the chants and poems. Important elements in the presentation are the clear, steady beat and rhythm. Chants are based on a combination of repetition and learned response. Dialog is predominantly female.

The teacher's guide contains the dialog for the poems and chants.

COMMENTS

This resource is not specifically designed for use in a vocational program. It would be useful, however, with ESL students in vocational programs, provided it was incorporated into the instructional sequence in a meaningful manner.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: LABEL: LIBRARY OF ADULT BASIC EDUCATION LAPS. (ESL)

AUTHOR: Mulvey, ed.

SOURCE: P. A. R. Inc.
Abbott Park Place
Providence, RI 02903

COPYRIGHT: 1978 1979 PRICE: $1,002.95 ORDER NO. : By title

SUBJECT AREA: Life Skills/Consumer Ed

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
● develops career awareness
● develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
● provides immediate feedback
● reinforces positive personal/social behavior
0 avoids sex stereotyping
● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
● performance objectives
● student activities
● student work sheets
● consumable materials included
● review questions
0 pretest and/or post-test
● answer key
● teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
● progressive development of English skills
● procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

● reading level: 1 - 6 grade

(readability index: publisher)
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
● loose leaf 0 stapled
0 plastic spine
● number of pages: 74 LAPS

VCRD

DESCRIPTION

This series of 74 LAP's is designed to increase both the English language skills and life skills of ESL adults. A wide variety of topic areas are covered, including some LAPs specifically devoted to vocational areas. A sample of titles includes the following and 60 more:

The Telephone	Understanding Your Utility Bills	The Dentist
Using Highway and City Maps		Health Insurance
Car Buying	Food Stamps	Tools
Saving Energy in Your Home	Getting Your Citizenship	Electronics
Carpentry	Meeting Metrics	Occupational Safety

Each LAP consists of general and student objectives, short stories or text material, activities and exercises and an answer key. Each page is coated with mylar for easy duplication and durability. (Copyright is transferred with purchase of the resource, so multiple copies of all LAPs can be made and distributed to entire school or district, as needed.)

The pages are in envelopes which are contained in larger cardboard holders. The teacher's manual is contained in a sturdy binder and contains list of LAP's according to both ABE and ESL sequencing, and readability levels on each individual LAP are given. Also provided are Prescription Guide, Assessments (ESL Proficiency, ESL Homonym, Interest, Informal, Formal, Needs, Mathematics), ABE and ESL Lists of Mathematic Functions, ACT/APL-LABEL correlation, LAP Profiles, and Resource Materials. Teaching Strategies, Supplementary Activities, and Identification of Coping/Supplementary Skills are included for each LAP.

COMMENTS

These materials are recommended but with some reservations. There is some mild sex stereotyping but it is not blatant or extensive. The cost is high but offset by the copyright, easy reproducibility, and a long shelf life. Some oversimplistic content may be less satisfactory for adults, e.g., the owner of a fruit store in one of the LAP's is "Mr. Apple."

The teacher's manual provides excellent foundation for an individualized-pace of learning program.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: OXFORD DICTIONARY OF AMERICAN ENGLISH
(English/Spanish Edition and French Indexed Edition)

AUTHOR: Parnell

SOURCE: Oxford University Press
16-00 Pollitt Dr.
Fair Lawn, N.J. 07410

COPYRIGHT: 1978 1979 PRICE: $3.95 ORDER NO. : By title

SUBJECT AREA: Life Skills/Consumer Education

NATIVE LANGUAGE: Spanish or French

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
● provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
● interlinear translation Spanish
0 page-by-page translation
● English translation with glossary French
0 English only (ESL)
0 native language only

INTENDED USE

● student resource
● teacher resource
● administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
● high interest motivator: Colored pictures
● reading level: secondary grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 77

VCRD

DESCRIPTION

Each Picture Dictionary contains the same table of contents, consisting of 77 groupings of words. Each group is pictured on one or single page with subject area titles such as "The Kitchen", "The Human Body", "At the Post Office", "Travel", "Animals," etc. Various objects or actions are numbered in the picture, and the corresponding words/phrases for each number are listed at the bottom of the page.

In the French Indexed Edition, English words are listed on each page and a glossary lists those same words in French and again in English, with the pronunciation for both. In the English/Spanish Edition, both English and Spanish words are listed on each page, and a glossary provides correct pronunciations.

COMMENTS

This Picture Dictionary is attractive and can be used in a variety of ways by modifiying the format. By covering the words at the bottom of the page, students can drill themselves and each other on picture identification. They can check their word pronunciations with the glossary.

Transparencies could also be made from the pictures, without the word lists, for quizzes on their practice drills. Using the numbered pictures, students could tell and/or write stories - including every numbered word in their stories.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: PERSONAL ECONOMICS: A BILINGUAL EDUCATION SOCIAL STUDIES PROGRAM TEACHER'S GUIDE

AUTHOR:

SOURCE: Photocopies
NADC - ESEA Title VII
49 Washington Avenue
Cambridge, MA 02140

COPYRIGHT: 1970 1979 PRICE: $ .75 ORDER NO. : SP 640.42 M66b

SUBJECT AREA: Life Skills/Consumer Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

subject specified (index/table of contents)
bibliography/references
performance objectives
student activities
0 student work sheets
0 consumable materials included
review questions
0 pretest and/or post-test
0 answer key
teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
English only (ESL)
0 native language only

INTENDED USE

0 student resource
teacher resource
0 administrator resource
individual instruction
group instruction
secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf # stapled
0 plastic spine
number of pages: 14

DESCRIPTION

This is a short xeroxed teacher resource for designing a bilingual course in "Personal Economics." It includes:

1. secondary level goals
2. personal economics performance objectives (bilingual objectives and content objectives)
3. personal economics in-class test items
4. personal economics course outline
5. personal economics processes
6. personal economics bibliography

COMMENTS

The resource provides the foundation of a course design so that a teacher could begin a new course or revise an ongoing course in "Personal Economics."

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: RELACIONES HUMANAS EN LOS NEGOCIOS

AUTHOR: Eggland, Williams, Moises

SOURCE: South-Western Publishing Company
925 Spring Road
Pelham Manor, New York 10803

COPYRIGHT: 1979 1979 PRICE: $4.29 ORDER NO. : VI8

SUBJECT AREA: Life Skills/Consumer Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- 0 identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- ● reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- ● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- ● student activities
- 0 student work sheets
- 0 consumable materials included
- 0 review questions
- 0 pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- ● simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 0 recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- 0 English only (ESL)
- ● native language only

INTENDED USE

- ● student resource
- ● teacher resource
- ● administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary
- ● adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator:

_____

- 0 reading level: _____ grade

(readability index: _____)

- 0 reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- ● color 0 b/w

PRINT MATERIAL FORMAT

- 0 hardbound ● paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- ● number of pages: 186

VCRD MARYLAND

DESCRIPTION

Text gives an overview of human relations on the personal and social levels. Working relationships with co-workers, supervisors, and clients are discussed in terms of communication skills needed. Each chapter opens with a reading in a particular area and is followed by a variety of student activities.

COMMENTS

Text can be utilized in many different courses. The examples of situations and personalities are realistic and applicable to many environments.

● RECOMMENDED 0 NOT RECOMMENDED

VCRD

TITLE: SURVIVING IN ENGLISH AND KOREAN
(also Vietnamese and Japanese)

AUTHOR: Newport-Mesa (CA) Unified School District

SOURCE: Career Aids, Inc.
8950 Lurline Ave.
Chatsworth, Cal. 91311

COPYRIGHT: 1976 1979 PRICE: $79.50 ORDER NO. : ITK

SUBJECT AREA: Life Skills/Consumer Education

NATIVE LANGUAGE: Korean, Vietnamese, Japanese

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
0 promotes development of psychomotor skills
● provides immediate feedback
● reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
● review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

● length: 15-20 minutes per side
0 transparencies/transparency masters
0 games
0 color 0 b/w

● other: Cassette tapes

BILINGUAL FEATURES

0 recognition of cultural differences
● progressive development of English skills
0 procedures for skill mastery specified
● essential job vocabulary specified
● interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

● student resource
● teacher resource
● administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
● generous paragraph spacing
0 high interest motivator:

_____

● reading level: Elementary grade

(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
● loose leaf 0 stapled
0 plastic spine
0 number of pages: _____

VCRD

DESCRIPTION

Each native language/English package - Korean, Vietnamese, or Japanese - comes in a plastic kit, which includes looseleaf lessons and 3 tapes. The tapes contain several lessons on each side - an English speaker says a phrase, and the phrase is repeated in the native language, then the English phrase is spoken again, with a slight pause for the listener to repeat it.

The lessons include some of the following titles:

Numbers, Days, Months	Transportation
Feelings	Renting A Home
School Phrases	At the Medical Office
Telephone	Money

COMMENTS

The packages are constricted in do-it-yourself kits for native-born Korean, Vietnamese, or Japanese to learn common English sentences and phrases. The kits are "survival" rather than "vocational" in orientation. They would be better suited for the Korean business person visiting America, than for the Korean vocational student - unless the student must first learn to cope with a totally foreign environment.

The pace is rather fast; the voices tend to monotone; and no high interest motivators, such as pictures or drawings, exist.

In some instances, not all the words spoken in Japanese are included in the English translation - when they could be.

0 RECOMMENDED 0 NOT RECOMMENDED

VCRD

TITLE: USO DEL CRÉDITO/USING RETAIL CREDIT (2 booklets)

AUTHOR: Gomez

SOURCE: Consumer Information Series
Dept. 703 - Public Relations
Sears, Roebuck and Company
Chicago, Illinois 60684

COPYRIGHT: 1973 1979 PRICE: free ORDER NO. : by title

SUBJECT AREA: Life Skills/Consumer Education

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
● develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
● consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
● native language only

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

● large print format
● generous paragraph spacing
● high interest motivator:
pictures, color
● reading level: secondary grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
● color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: 19

DESCRIPTION

Sears' 2 booklets (one in Spanish; one in English) explaining credit card, credit uses and abuses, various credit plans, how to become eligible for a credit card, and how to complete a credit card application. Sample completed forms and sample blank forms give readers practice at completing applications and determining monthly budgets.

COMMENTS

Good supplementary aids that provide specific and real-life information on credit to students, as well as giving English practice to Spanish-speaking students.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: YOU AND YOUR MONEY

AUTHOR: Goble

SOURCE: Steck-Vaughn Company
P. O. Box 2028
Austin, Texas 78767

COPYRIGHT: 1977 1979 PRICE: $1.68 ORDER NO. : _____

SUBJECT AREA: Life Skills/Consumer Education

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- ○ develops career awareness
- ○ develops favorable work attitudes/habits
- ○ identifies related work skills
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ● reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● consumable materials included
- ○ review questions
- ○ pretest and/or post-test
- ○ answer key
- ○ teachers handbook/manual
- ● simple directions

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip _____mm
- ○ film reel to reel _____mm
- ○ 35mm slides
- ○ 35mm slides with cassette tapes
- ○ cassette tapes
- ○ length: _____ minutes
- ○ transparencies/transparency masters
- ○ games
- ○ color ○ b/w
- ○ other: _____

BILINGUAL FEATURES

- ○ recognition of cultural differences
- ● progressive development of English skills
- ○ procedures for skill mastery specified
- ● essential job vocabulary specified
- ○ interlinear translation
- ○ page-by-page translation
- ○ English translation with glossary
- ● English only (ESL)
- ○ native language only

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary
- ● adult education

MATERIAL READABILITY

- ○ large print format
- ● generous paragraph spacing
- ○ high interest motivator: realistic situations
- ○ reading level: 4-5 grade (readability index: Frye)
- ● reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ color ● b/w

PRINT MATERIAL FORMAT

- ○ hardbound ● paperbound
- ○ loose leaf ● stapled
- ○ plastic spine
- ● number of pages: 58

VCRD

DESCRIPTION

This small worktext consists of three stories of consumer problems. Each story is followed by exercises designed to teach both the vocabulary and concepts associated with wise use of money. There are also 2 introductory chapters. All the main characters have Spanish surnames and learn about American consumer problems and concepts from either their own mistakes or the advice of friends. The vocabulary words are listed at the beginning of each story. Also there is another word list at the end.

COMMENTS

The sentences are simple, but some English skills are needed to read and comprehend the material. The concepts and vocabulary are especially important to low income people unfamiliar with American consumer practices and fraud. This item may be a useful supplement in bilingual vocational programs that include life skills or consumer education units.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE

OBTENGA LA MAXIMA UTILIDAD DE SUS
1. HERAMIENTAS ABRASIVAS
2. ACEPILLADORA
3. SIERRA DE CINTA Y SU CONTORNEADORA
4. SIERRA RADIAL 5. COSAS QUE HACES
6. PROJECTOS PARA LA FIDA AL AIRE LIBRE

AUTHOR

SOURCE

Hefferman School Supply Company, Inc.
211 West Avenue
San Antonio, Texas 78201

COPYRIGHT: 1971-73 1979 PRICE: $1.50 ORDER NO. : _____

SUBJECT AREA: Machine Shop

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
● promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
● teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
● procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
● native language only

INTENDED USE

● student resource
● teacher resource
0 administrator resource
0 individual instruction
0 group instruction
● secondary
0 post-secondary
● adult education /technical

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
● high interest motivator: _____
● reading level: Secondary grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 110-127.

DESCRIPTION

This series, "Getting the most out of" includes the following titles:

1. Getting the most out of your band saw and scroll saw.
2. Getting the most out of your shapes.
3. Getting the most out of radial saw.
4. Getting the most out of your abrasive tools.
5. *Things to make
6. Projects for Outdoor Living

Use intended for operations of the above tools. Suitable for adults or advanced secondary technical school or reference work, too.

COMMENTS

Highly specialized technical manuals, would require background in machine shop, working with tools, etc. High interest motivator. Well-illustrated with photographs and clearly marked labels. Clear directions and paragraph headings facilitate understanding. *"Things to Make" is an attractively presented book of articles that can be made with the above tools, including furniture, toys and seasonal items. Projects for Outdoor Living likewise presents attractive articles with graphs and instructions as to their construction.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: PREVENCIÓN DE ACCIDENTES EN LA CONSTRUCCIÓN

AUTHOR: Gerardo Gonzalez G. Zabaleta

SOURCE: Hefferman
School Supply Company, Inc.
2111 West Avenue
San Antonio, Texas 78201

COPYRIGHT: 1973 1979 PRICE: $2.75 ORDER NO. :

SUBJECT AREA • Safety

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
● identifies related work skills
● promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
● procedures for skill mastery specified
● essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
● native language only

INTENDED USE

● student resource
● teacher resource
● administrator resource
● individual instruction
● group instruction
0 secondary
● post-secondary
● adult education /technical

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
● reading level: Adult grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● ~~paperbound~~ cloth
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 181

VCRD

DESCRIPTION

It covers:

1. General Concepts
2. Study of Dangers and Preventive Measures.
3. Care of the Body

It covers a very comprehensive area including such subjects as electricity, demolition, working with explosives, machines, etc.

Rather specialized manual for construction workers, it is illustrated well. Use to show various dangers, techniques to use, etc. Would suggest using only with people who have a wide technical experience such as administrators, foremen, etc.

COMMENTS

Specialized vocabulary. Clear, organized presentation under detailed headings. Pictures, photographs, etc. give good illustrations. First section appears long-winded and maybe contains too much detail. Second and third sections are more practical.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE: FUNDAMENTALS OF ARC WELDING: WELDING AND ELECTRICITY
(one in a series of twelve)

AUTHOR:

SOURCE: Ken Cook Education Systems
12855 West Silver Spring Drive
P. O. Box 207
Butler, Wisconsin 53007

COPYRIGHT: 1973 1977 1979 PRICE: $100.00 $ 8.95 ORDER NO. : FAW-VESP-A08 (cartridge) KCC-900-508 (Tchr. Guide)

SUBJECT AREA: Welding

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

- 0 develops self-worth concept
- ● develops career awareness
- ● develops favorable work attitudes/habits
- ● identifies related work skills
- ● promotes development of psychomotor skills
- ● provides immediate feedback
- 0 reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- ● subject specified (index/table of contents)
- ● bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● consumable materials included
- ● review questions
- 0 pretest and/or post-test
- ● answer key
- ● teachers handbook/manual
- 0 simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- ● length: 31 minutes
- 0 transparencies/transparency masters
- 0 games
- ● color 0 b/w
- ● other: La Belle type cartridge

* Length pertains to presentation time only. Actual student time would necessarily exceed this figure as resource is self-pacing.

BILINGUAL FEATURES

- 0 recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- ● essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- 0 English only (ESL)
- ● native language only

INTENDED USE

- 0 student resource
- 0 teacher resource
- 0 administrator resource
- ● individual instruction
- 0 group instruction
- ● secondary
- ● post-secondary
- ● adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator: _____
- 0 reading level: _____ grade
  (readability index: _____)
- ● reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- 0 photographs
- ● charts/graphs
- 0 color 0 b/w

PRINT MATERIAL FORMAT

- 0 hardbound 0 paperbound
- ● loose leaf 0 stapled
- 0 plastic spine
- ● number of pages: 70+ Tchr. Guide

VCRD

DESCRIPTION

This resource is one in a series of 12 programs on arc welding. Provided is an in-depth, technical discussion of the 230-volt Miller Welding Unit. Technical terminology is used throughout the presentation. Such terms are not defined in this presentation, but it is likely they are discussed in-depth in earlier presentations in the series. Briefly discussed are: AC-DC, DC, MIG, and TIG welding. No student manual was reviewed by the MVCRDC staff; however, the presentation made reference to such a manual. Pace of the resource is moderate to fast. Important concepts were repeatedly presented. Utilization of this resource requires a Ken Cook projector due to the student response feature of Ken Cook cartridges. This feature enables the student to respond to questions posed in the dialog with an appropriate reaction in the subsequest dialog. The teachers guide is divided in seven sections: installation, scheduling, program synopses, work sheets, testing, service and parts, and instructor resource materials.

COMMENTS

The programs in this recommended series include:

Program No.	Title
FAW-VESP-A01	Introduction to Welding
FAW-VESP-A02	How to Use the Miller Arc Welder
FAW-VESP-A03	The Welding Arc
FAW-VESP-A04	Fundamental Welding
FAW-VESP-A05	Welding Joints
FAW-VESP-A06	Electrode Classification
FAW-VESP-A07	Electrode Experiments
FAW-VESP-A08	Welding and Electricity
FAW-VESP-A09	Horizontal Welding
FAW-VESP-A10	Vertical Welding
FAW-VESP-A11	Overhead Welding
FAW-VESP-A12	Working With Metals

√ Prices of hardware necessary for utilization of the system are available from soruce.

• RECOMMENDED 0 NOT RECOMMENDED

TITLE: A BETTER CHANCE TO LEARN: BILINGUAL - BICULTURAL EDUCATION

AUTHOR:

SOURCE: U.S. Commission on Civil Rights
Washington, D/C. 20425

COPYRIGHT: 1975 1979 PRICE: free ORDER NO. : Publication #51

SUBJECT AREA: Professional Resources

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
● secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 254

VCRD

DESCRIPTION

This federal publication contains the following topic areas:

Historical Overview of Language Minorities
Language Minority Students and Equal Educational Opportunity
Bilingual Bicultural Education and Program Structures
Descriptions of Bilingual Bicultural Education Programs
Evalaution of Bilingual Bicultural Programs.

This report is well documented with references and contains most of the federal policies and acts pertaining to bilingual, bi-cultural education.

COMMENTS

Report is detailed, covering bilingual education from a historical standpoint, up to the actual implementation and evaluation of a program.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: BIBLIOGRAPHY OF INSTRUCTIONAL MATERIALS FOR TEACHING OF PORTUGUESE

AUTHOR:

SOURCE: California State Dept. of Education
Wilson Riles - Superintendent of Public Instruction
Sacramento, Cal.

COPYRIGHT: 1976 1979 PRICE: _____ ORDER NO. : By title

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
● color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 61

VCRD MARYLAND

DESCRIPTION

Bibliography is annotated and it's divided into 14 subject areas:

art
audiovisual materials
bilingual-bicultural education
culture
dictionaries and encyclopedias
games
homemaking education
science
language arts
literature
mathematics
music
physical education
resource materials
science
social science

Appendices A-E include: Portugese Projects in California, Directory of Resource Centers, Directory of U.S. Publishers, Directory of Distributors, and Directory of Foreign Publishers.

COMMENTS

The Bibliography provides cross-referencing which is helpful. The annotations are brief and based on subjective opinion, rather than field-tests and objective criteria. However, the appendices are valuable resources, and the annotations do provide more information than is generally given in a publisher's catalog.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: BILINGUAL BICULTURAL IS TWO WAY EDUCATION

AUTHOR: Massachusetts Board of Education

SOURCE: Bureau of Transitional Bilingual Education
Massachusetts Department of Education
31 St. James Avenue
Boston, Mass. 02116

COPYRIGHT: 1978 1979 PRICE: free ORDER NO. : By title

SUBJECT AREA: Professional Resources

NATIVE LANGUAGE: Multiple

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 58

VCRD MARYLAND

DESCRIPTION

The purpose of this manual is to bring together under one cover the documents relating to the Transitional Bilingual Education Act of Massachusetts. Topic areas are: Regulations for Use in Administering Programs in Transitional Bilingual Education, Regulations for the Certification of Bilingual Teachers, Criteria to Determine Bilingual Teacher Competencies in Language Skills and Culture, Guidelines for Parental Involvement in Bilingual Programs, Guidelines - Full-Time Program of Instruction in Transitional Bilingual Education, General Regulations and Procedures Regarding Census Obligations.

COMMENTS

This materials may be of value to teachers and administrators who would like an overview of the Bilingual Education System of Massachusetts.

• RECOMMENDED 0 NOT RECOMMENDED

TITLE: BILINGUAL VOCATIONAL TECHNICAL TRAINING PROGRAM

AUTHOR: Horter

SOURCE: Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

COPYRIGHT: 1977 1979 PRICE: $4.65 ORDER NO. : 145223

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____ mm

0 film reel to reel _____ mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
● individual instruction
0 group instruction
0 secondary
● post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 74

VCRD MARYLAND

DESCRIPTION

ERIC report of an evaluation to determine efficacy of the bilingual vocational and technical training program for the Yukon-Kuskokwin delta. Document contains (1) review of 3 on-site visits, including descriptions of program objectives, activities, results, benefits, and problem areas; (2) status report on program objectives to enlarge Eskimos' comprehension of technical and conversational English and to increase the use of modern technology on the job and in their lives; (3) review of program effects on increased employment, income, and competence.

Conclusions, recommendations, and sample forms are included.

COMMENTS

For the education planning to implement a new vocational-technical program in a rural area where the learners have limited English-speaking/comprehension skills, this study and report may lend some valuable insight into program difficulties generalizable to other bilingual populations. However, much of the information only has meaning in the context of this particular study; it is not likely to be useful to the Maryland vocational educator.

0 RECOMMENDED • NOT RECOMMENDED

TITLE: BRIDGING THE ASIAN LANGUAGE AND CULTURAL GAP - VOLUME 9
(A Handbook for Teachers)

AUTHOR:

SOURCE: Modulearn, Inc.
33157 Camino Capistrano
San Juan, Capistrano, Cal. 92675

COPYRIGHT: 1975 1979 PRICE: $3.95 ORDER NO. : 41390

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
● teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 71

VCRD

DESCRIPTION

This volume includes: 1. background notes on the lands and people of China, Japan, Korea, and the Philippines; 2. Phonological and syntactical study of the above languages (including a Spanish component); and 3. differences in culture between the above-mentioned countries, and America. It is intended as a handbook for teachers of Asian students, especailly for those teachers having no previous experience with Asians.

COMMENTS

Handbook gives well-organized and tabulated information, especially in the section on syntax and phonology. Also useful in the diagnostic information on special language features which present problems for the Asian or Hispanic. However, no prescription for dealing with these problems is given, such as the cultural section includes.

A useful guide for background information for teacher-planning and suggested activities for teaching students of other cultures.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD MARYLAND

TITLE: A CULTURAL CHECKLIST

AUTHOR: Allen

SOURCE: English Language Services
16250 Ventura Blvd.
Encino, California 91436

COPYRIGHT: 1973 1979 PRICE: $9.95 ORDER NO. : 3B3

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
0 secondary
● post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator: _____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
● charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 67

VCRD

DESCRIPTION

Text begins with a discussion of learning through experiences and how this applies to ESL students. Included are a subjective selection of materials, a checklist of American culture, lesson plans, and a report on readability. Also included is the Dale list of 769 easy words.

COMMENTS

Very helpful! The checklist seems to be rather lengthy, but still relevant to our culture. This booklet would be helpful to the classroom teacher in selecting appropriate materials for introducing American culture to foreign students.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: EDUCATING PERSONNEL FOR BILINGUAL SETTINGS: PRESENT AND FUTURE

AUTHOR: Sutman, Sandstrom, Shoemaker

SOURCE: AACTE
1 Dupont Circle, Suite 610
Washington, D.C. 20036

COPYRIGHT: 1979 PRICE: 1979 $4.00 ORDER NO. : By title

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
● review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
0 secondary
● post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
● photographs
● charts/graphs
● color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 92

VCRD

DESCRIPTION

A guide for those who will be designing and setting up teacher-training programs in bilingual/bicultural education.

The text is divided into 4 parts:

I. Introduction
II. Recent Roots of Bilingual Teacher Education
III. The Many Forms of Multilingual Education: School District of Philadelphia as Example
IX. Evaluating Teaching Performance

COMMENTS

A useful resource for teacher educators to design teaching programs and courses, establish objectives and competencies, provide ERIC descriptions for research, locate sources of program funding, and establish other selected sources of information.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: ERIC REPORT - BIBLIOGRAPHY OF SPANISH MATERIALS FOR STUDENTS, GRADE 7 - 12.

AUTHOR: California State Department of Education, Sacramento

SOURCE: ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

COPYRIGHT: 1972 1979 PRICE: $6.58 ORDER NO. : ED-82575

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
● secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 104

VCRD

DESCRIPTION

This annotated bibliography of Spanish materials for students in grades 7-12 is divided into the following categories:

1. Art, Drama, Music, and Poetry
2. Books in Series
3. Culture
4. Dictionaries and Encyclopedias
5. Literature
6. Mathematics
7. Physical Education, Health, and Recreation
8. Spanish Textbooks
9. Reading and Language Arts
10. Science
11. Social Science
12. Vocational Education, Hobbies, and Industrial Arts

Appendices include directories of publishers and distributors in the U.S. and abroad. The annotations are in English.

COMMENTS

Most of the resources listed are written totally in Spanish, without any English translations or glossaries. This limits their use in ESL or bilingual-bicultural programs, except as supplementary texts to teach content area to students with little English reading skills. It is recommended as a Bibliography Resource with limited utility.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: ERIC REPORT GUIDE TO BILINGUAL-BICULTURAL EDUCATION RESOURCES (Spanish-English emphasis)

AUTHOR: Washington State Public Schools

SOURCE: ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

COPYRIGHT: 1976 1979 PRICE: $8.69 ORDER NO. : ED127407

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
● performance objectives
● student activities
● student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
● teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
● individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
● color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 155

VCRD

DESCRIPTION

This ERIC Document includes these 12 sections in its Table of Contents:

1. Introduction
2. Glossary of Bilingual Education Terms
3. Linguistics and Bilingual Programs
4. Methods and Techniques for Second Language Teaching
*5. Bilingual Teaching in Content Areas (Sample Bilingual Lessons in Subject Matter Areas)
6. Where to Go When You Want to Start a Program in Bilingual Education
7. Bilingual Program Directory
8. ESEA Title VII Centers: Assessment/Dissemination, Materials Development and Resource Centers in the U.S.
9. Vocational Bilingual Education Programs in the U.S.
10. Sources of Information and Materials on Bilingual Education
11. Selected Bibliography of Bilingual-Bicultural Materials
12. Spanish-English Suggested Materials List

* contains lessons in all subject areas, including activities; reading; performance objectives - both in English and Spanish (page-by-page translations).

COMMENTS

This resource provides a broad cross-section of information in bilingual-bicultural education, but its format necessitates much modification for use. Printing is poor. Table of Contents is not paginated, making location of specific topic areas difficult. New packaging would increase this document's useability, so its recommendation is marginal.

• RECOMMENDED 0 NOT RECOMMENDED

TITLE: EVALUATION ECHOES: A TEACHER'S GUIDE FOR SELECTING BILINGUAL EDUCATION MATERIALS

AUTHOR:

SOURCE: Puerto Rican Congress of New Jersey
222 West State Street
Trenton, New Jersey 08608

COPYRIGHT: 1976 1979 PRICE: $4.00 ORDER NO. :

SUBJECT AREA: Professional Resources

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

- ● develops self-worth concept
- 0 develops career awareness
- 0 develops favorable work attitudes/habits
- 0 identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- 0 reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- 0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- 0 subject specified (index/table of contents)
- 0 bibliography/references
- 0 performance objectives
- 0 student activities
- 0 student work sheets
- 0 consumable materials included
- 0 review questions
- 0 pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- 0 simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- ● recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- ● English only (ESL)
- 0 native language only

INTENDED USE

- 0 student resource
- ● teacher resource
- ● administrator resource
- 0 individual instruction
- ● group instruction
- 0 secondary
- 0 post-secondary
- 0 adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- ● high interest motivator: colored photographs
- 0 reading level: _____ grade
  (readability index: _____)
- ● reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- ● photographs
- 0 charts/graphs
- ● color 0 b/w

PRINT MATERIAL FORMAT

- 0 hardbound ● paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- ● number of pages: 111

VCRD

DESCRIPTION

This teacher's guide provides evaluations of bilingual-bicultural materials to be used in teaching Spanish-speaking or Spanish surnamed students in American schools. The grade levels covered are basically K-8.

COMMENTS

Due to the lack of secondary level materials and the lack of vocationally oriented and/or ESL materials included in the resource, it is not recommended for teachers of bilingual vocational programs.

0 RECOMMENDED • NOT RECOMMENDED

TITLE: EVALUATION INSTRUMENTS FOR BILINGUAL EDUCATION

AUTHOR:

SOURCE: Education Service Center
Region XIII
7703 North Lamar Blvd.
Austin, Texas 78752

COPYRIGHT: 1975 1979 PRICE: $3.95 ORDER NO. : 003-1

SUBJECT AREA: Professional Resources

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 125

VCRD MARYLAND

DESCRIPTION

This bibliography very briefly describes various tests that can be used for educational assessment of bilingual or non-English-speaking students. The main entries are classed by sources (e.g., Project-Developed, commercial, etc.). However, there are additional indexes at the back to aid in locating materials more specifically. No attempt is made to ascribe validity or usefulness.

COMMENTS

This bibliography may be useful to program developers, but very few citations deal specifically with vocational aptitudes/abilities or interests. Most of the tests cited could be used in vocational programs only to determine the academic level or type of instructional materials needed.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: FOUNDATIONS FOR TEACHING ENGLISH AS A SECOND LANGUAGE

AUTHOR: Saviele-Troike

SOURCE: Prentice Hall
Englewood Cliffs, N.J. 07632

COPYRIGHT: 1979 PRICE: $6.95 ORDER NO.: 05.0100.01853B S267F

SUBJECT AREA: Professional Resources

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
0 secondary
● post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
● high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color ● b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 151

VCRD MARYLAND

DESCRIPTION

A foundations text for ESL teachers. Contents draws from recent developments in linguistics, psychology, anthropology, and language pedagogy. The 9 chapters are titled as follows:

From Melting Pot to Salad Bowl
Psychological Foundations
Linguistic Foundations
Cultural Foundations
Current Trends in TESL
Survival Skills for Students and Teachers
Strategies for Instruction
The Role of ESL in Bilingual Education
Preparation for Teaching

COMMENTS

This book is filled with many useful activities for classroom teachers who find they have non-English speakers in their classes.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: A GUIDE TO DECISION MAKING FOR BILINGUAL VOCATIONAL MATERIALS DEVELOPMENT

AUTHOR:

SOURCE: Development Associates, Inc.
2924 Columbia Pike
Arlington, Virginia 22204

COPYRIGHT: 1978 1979 PRICE: $3.95 ORDER NO. : By title

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
0 secondary
● post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
● charts/graphs
● color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 50

VC RD

DESCRIPTION

This guide is designed to assist educational agencies in determining priorities for development of materials needed for bilingual vocational programs. It includes identification of language groups, analysis of occupational requirements, assessment of curriculum concerns, and determination of the instructional materials which need to be developed.

COMMENTS

Besides the discussion of priorities, concerns, and recommendations for developers of vocational curriculum materials, this small text also includes 8 tables on the bilingual population in the United States. Topic areas of these tables are:

- size
- employment
- income
- education
- geographical distribution
- immigration patterns
- refugee influx
- occupational characteristics

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: HANDBOOK FOR BILINGUAL VOCATIONAL MATERIALS DEVELOPMENT

AUTHOR:

SOURCE: Development Associates, Inc.
2924 Columbia Pike
Arlington, Virginia 22204

COPYRIGHT: 1978 1979 PRICE: $3.95 ORDER NO. : By title

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: English/Spanish

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
● performance objectives
● student activities
● student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
● teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
● progressive development of English skills
● procedures for skill mastery specified
0 essential job vocabulary specified
● interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only(See comments.)

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
● charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
● plastic spine
● number of pages: 35

VCRD

DESCRIPTION

The text is divided into 3 components: 1. The Model 2. Explanation of the Model and Procedures, and 3. Special Approaches.

A single instructional unit of a 75-unit Nursing Assistant course was selected to illustrate the process used to develop a bilingual vocational unit of instruction which can serve as a "model" for producing similar units. The model unit, containing vocational exercises, vocational English pattern practice drills, and special bilingual vocational exercises is easily identified in the Handbook since it is printed on blue paper.

COMMENTS

The instructional Model on vocational nursing for bilingual student illustrates an interlinear English/Spanish format. The how-to-write bilingual materials information that follows is well organized, making full use of examples from the Model. Step by step procedures are listed and explained; transitional approaches to integration of materials are included; a checklist for adequacy of materials is provided. For a small package, this Handbook is quite comprehensive in its coverage of materials development.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: HANDBOOK FOR TEACHERS OF VIETNAMESE STUDENTS

AUTHOR:

SOURCE: Intercutrual Development Research Association (IDRA)
5835 Callaghan, Suite 350
San Antonio, Texas 78228

COPYRIGHT: 1976 PRICE: _____ ORDER NO. : by title

SUBJECT AREA: Professional Resources

NATIVE LANGUAGE: Vietnamese

SPECIAL FEATURES FOR STUDENTS

- 1 develops self-worth concept
- 0 develops career awareness
- 0 develops favorable work attitudes/habits
- 0 identifies related work skills
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- 0 reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- 0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

- 0 subject specified (index/table of contents)
- 1 bibliography/references
- 0 performance objectives
- 0 student activities
- 0 student work sheets
- 0 consumable materials included
- 0 review questions
- 0 pretest and/or post-test
- 0 answer key
- 0 teachers handbook/manual
- 0 simple directions

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip _____mm
- 0 film reel to reel _____mm
- 0 35mm slides
- 0 35mm slides with cassette tapes
- 0 cassette tapes
- 0 length: _____ minutes
- 0 transparencies/transparency masters
- 0 games
- 0 color 0 b/w
- 0 other: _____

BILINGUAL FEATURES

- 1 recognition of cultural differences
- 0 progressive development of English skills
- 0 procedures for skill mastery specified
- 0 essential job vocabulary specified
- 0 interlinear translation
- 0 page-by-page translation
- 0 English translation with glossary
- 1 English only (ESL)
- 0 native language only

INTENDED USE

- 0 student resource
- 1 teacher resource
- 1 administrator resource
- 1 individual instruction
- 1 group instruction
- 1 secondary
- 1 post-secondary
- 1 adult education

MATERIAL READABILITY

- 0 large print format
- 0 generous paragraph spacing
- 0 high interest motivator:

_____

- 0 reading level: _____ grade

(readability index: _____)

- 1 reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 color 0 b/w

PRINT MATERIAL FORMAT

- 0 hardbound 1 paperbound
- 0 loose leaf 0 stapled
- 0 plastic spine
- 1 number of pages: 39

VC RD

DESCRIPTION

This handbook adequately, yet very concisely, presents information about Vietnamese history, culture, and psychology that should be useful to any teacher dealing with Vietnamese youth or adults. Attitudes towards others, time, grades; concepts of modesty, courtesy, etc. are covered as well as the educational system in Vietnam. Included are programmatic recommendations and a brief bibliography at the end.

COMMENTS

This material is highly recommended as it may well provide the key to more efficient and efficacious learning for Vietnamese students in vocational programs. Areas of common misunderstanding are discussed so the non-Vietnamese teacher may know how to remove some of the barriers to learning.

Two minor problems with the resource are the illegibility of place names on the map of Vietnam and the poor binding. Both of these could be remedied, however.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD MARYLAND

TITLE: HANDBOOK FOR TEACHERS OF VIETNAMESE STUDENTS: HINTS FOR DEALING WITH CULTURAL DIFFERENCES IN SCHOOL

AUTHOR: Thanh Binh

SOURCE: National Indochinese Clearinghouse and Tech. Asst. Center
Center for Applied Linguistics
1611 N. Kent Steet
Arlington, Virginia 22209

COPYRIGHT: 1975 PRICE: 1979 $2.00 ORDER NO. : By title

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
● English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 30

VCRD

DESCRIPTION

The first part of the handbook suggests approaches to specific problems in the relationship between teacher and student and with Vietnamese study habits.

The second part provides general information about Vietnamese culture, its values and concepts, and the attitudes of the Vietnamese toward education and school; including cultural conflicts relevant to school environment.

The third part provides a selective bibliography of materials related to Vietnamese culture and language.

Also included is a glossary of terms found on Vietnamese high school diplomas and certificates.

COMMENTS

The range and practicality of the information provided by this handbook is impressive. For example, Part 2 of Background Information includes "forms of address" "courtesy to teachers, classmates of both sexes," "co-education," "shyness," "the Vietnamese smile: an enigma," "sex education," and many more.

Information is presented concisely in easy-to-read language that makes the handbook, if not scholarly, at least interesting and useful to teachers who have neither time nor inclination to study the subject in depth.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: THE HMONG LANGUAGE: SENTENCES, PHRASES, WORDS (Indochinese Refugee Education Guides)

AUTHOR:

SOURCE: National Indochinese Clearinghouse
Center for Applied Linguistics
1611 North Kent Street
Arlington, Virginia 22209

COPYRIGHT: 1978 1979 PRICE: free ORDER NO.: Gen. Info. Series #15

SUBJECT AREA: Professional

NATIVE LANGUAGE: Hmong (Laos)

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
● teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
● generous paragraph spacing
0 high interest motivator: _____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
● charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 46

VCRD

DESCRIPTION

Table of Contents is divided into (1) sentences (basic, compound, complex) and (2) words and phrases (Hmong clans, common names for boys and girls, honorary names, titles of address, personal pronouns, numbers, units of measurement, time-telling, seasons, etc.).

Easy-to-read and nontechnical, this resource is designed to equip the non-specialist with some fundamental knowledge about phrases of the Hmong language. Pronunciations and various spellings are given.

Although the series contains 20 titles, only the 5 listed in this Guide were available in May, 1979.

COMMENTS

Material provides teachers with a quick, easy reference to a basic understanding of common Hmong words and phrases. Consists of lists of words and pronunciations, with brief explanations where needed.

• RECOMMENDED 0 NOT RECOMMENDED

VC RD MARYLAND

TITLE: THE HMONG LANGUAGE: SOUNDS AND ALPHABETS
(Indochinese Refugee Education Guides)

AUTHOR:

SOURCE: National Indochinese Clearinghouse
Center for Applied Linguistics
1611 North Kent Street
Arlington, Virginia 22209

COPYRIGHT: 1978 1979 PRICE: free ORDER NO.: Gen. Info. Series #14

SUBJECT AREA: Professional

NATIVE LANGUAGE: Hmong (Laos)

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
● teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
● generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 38

VCRD

DESCRIPTION

Table of contents includes:

Background information
Reference sources
Hmong sound system
Hmong education and literacy in Laos
Hmong alphabet development in Laos
Use of RPA among the refugees

Publication's purpose is to provide Americans working with the Hmongs with (1) practical information on Hmongs, their origins, and their language; (2) a detailed description of the sounds of the Hmong language; (3) a discussion of Hmong as an unwritten language.

Although the series contains 20 titles, only the 5 listed in this guide were available in May, 1979.

COMMENTS

Material accomplishes its purposes discribed above in a simple, easy-to-understand manner. Information given is basic, nontechnical, and very useful for teachers of Hmong students.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: HOW TO TEACH ENGLISH AS A SECOND LANGUAGE

AUTHOR:

SOURCE: National Indo-Chinese Clearinghouse and
Technical Assistance Center
Center for Applied Linguistics
1611 North Kent Street
Arlington, Virginia 22209

COPYRIGHT: 1979 PRICE: $6.50 ORDER NO.: By title

SUBJECT AREA: Professional Resources

NATIVE LANGUAGE: ESL

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
cassette tapes
length: 60 minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
English only (ESL)
0 native language only

INTENDED USE

0 student resource
teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: _____

VCRD

DESCRIPTION

This tape is the supplement referenced in the publication English Lessons for Refugee Adults: A Guide for Volunteers, Tutors, and Teachers.

The tape explains and provides examples of various drills to use with ESL students.

The pace is fast but educators familiar with ESL should be able to follow the format.

COMMENTS

Female narration is used but sex biased language (generic "he") is prevalent.

There are many good ideas and examples presented.

Even though this tape is designed as a supplement to the publication mentioned above, it stands alone as a resource for ESL educators.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: PERSPECTIVES ON A CROSS-CULTURAL PROGRAM——GETTING TO KNOW THE VIETNAMESE

AUTHOR: (Indochinese Refugee Education Guides)

SOURCE: National Indochinese Clearinghouse
Center for Applied Linguistics
1611 North Kent Street
Arlington, Virginia 22209

COPYRIGHT: 1978 1979 PRICE: free ORDER NO. : Gen. Info. Series #13

SUBJECT AREA: Professional

NATIVE LANGUAGE: Vietnamese

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
teacher resource
administrator resource
0 individual instruction
0 group instruction
secondary
post-secondary
adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)

reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf # stapled
0 plastic spine
number of pages: 24

VCRD

DESCRIPTION

Written as a treatise on Vietnamese people and their culture, this paper attempts to answer the most frequently asked questions about the cultural traits of the Vietnamese. No table of contents, but the major headings include: Vietnamese through the Eyes of Vietnamese, A Trait Called 'tánh cần cù,' Love of Learning, Heart Versus Mind, Propriety in Interpersonal Relations, Harmony and the Pluralistic Approach to Life-manship, A Sense of Permanence, A Clash of Values.

Although the series contains 20 titles, only the 5 listed in this Guide were available in May, 1979.

COMMENTS

Interesting and informative, the paper focuses on some philosophies and general attitudes of the people, rather than more specific "how to deal with" advice to the American teacher.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: APRENDER, COMPRENDER, Y AYUDAR A USUAR LA EDUCACION A LOS ESTUDIANTES DE LA OCUPACION: SURVIVAL SKILLS AND CURRICULAR FOR BILINGUAL AND SPANISH

AUTHOR: Department of Higher Education, Southern Illinois University at Carbondale

SOURCE: East Central Curriculum Management Center
Illinois Office of Education
100 North First Street (E-462)
Springfield, Illinois 62777

COPYRIGHT: 1977 1979 PRICE: _____ ORDER NO. : _____

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
0 secondary
● post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
● generous paragraph spacing
0 high interest motivator: _____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
● plastic spine
● number of pages: 215

VCRD

DESCRIPTION

Resource contains the results of a study which looked at a number of stereotypes frequently associated with Spanish speakers in the academic literature and a series of 21 survival skills identified in a separate study to determine if cultural impediments existed in the evaluation of the survival skills across 8 occupational areas. Also included are bibliographies of life skills resources written for Spanish -speaking students and a list of publishers.

Besides a description of this specific study-its methods, sources, results, conclusions, and recommendations-valuable information is given concerning the Spanish socio-cultural attitudes involving education, language, ethnocentrism, present-time orientation, sex-role differentiation, machismo, self-denigration, fatalism, and submissiveness.

COMMENTS

An interesting study both for educators working directly with the Hispanic population and for persons concerned with vocational curriculum resources and publishers for the bilingual.

● RECOMMENDED 0 NOT RECOMMENDED

VCRD

TITLE: PROJECT-DEVELOPED BIBLIOGRAPHY OF VOCATIONAL EDUCATION CURRICULUM MATERIALS APPROPRIATE FOR UTILIZATION WITH LIMITED ENGLISH-SPEAKING STUDENTS OR BILINGUAL STUDENTS

AUTHOR:

SOURCE: Center for Career and Vocational Teacher Education
Western Kentucky University
Bowling Green, Kentucky 42101

COPYRIGHT: 1978 1979 PRICE: contact publisher ORDER NO.: by title

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

● large print format
● generous paragraph spacing
0 high interest motivator: _____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
● plastic spine
● number of pages: 161

VCRD

DESCRIPTION

Monolingual, bilingual,and ESL vocational materials in the bibliography are grouped into the following:
(a) vocational materials for occupational areas
(b) vocational education, miscellaneous
(c) vocational mathematics
(d) vocational skills
(e) materials for other related areas (career, consumer, and driver education)
(f) materials for survival skills education

COMMENTS

Resource title, author, publisher, and publisher's address are given; but no annotation, price, copyright date, or any other type of information is provided to help an educator make a purchase decision.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: SELECTED ANNOTATED BIBLIOGRAPHY FOR TEACHING ENGLISH

AUTHOR: Robson and Sutherland

SOURCE: National Indochinese Clearinghouse and Tech. Assist. Center
Center for Applied Linguistics
1611 N. Kent St.
Arlington, Virginia 22209

COPYRIGHT: 1975 1979 PRICE: $2.50 ORDER NO. : By title

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 58

VCRD

DESCRIPTION

Table of Contents includes:

(1) materials for children (preschool to grade 6)
(2) materials for adults
(3) dictionaries and reference materials
(4) vocational English
(5) adult basic literacy materials
(6) testing materials
(7) linguistic and cultural reference materials
(8) references for teachers

COMMENTS

The Bibliography's introduction makes no claim to being complete and uses "practiability" and "teachabilty" as the principal criteria - with no further illumination on the definitions of those criteria. Also stressed is the importance of a "bilingual program" which maintains sensitivity to cultural differences and emphasizes continued growth in native language skills as well as English skills.

Distinctions between "elementary", "secondary", and "adult" levels in materials has been made arbitrarily because the categories are overlapping. Users are encouraged to look through more than one section when searching for materials.

The annotations are useful in a general, descriptive way, but their brevity and lack of definitive criteria limit their usefulness.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE: A SELECTED BIBLIOGRAPHY OF DICTIONARIES
(Indochinese Refugee Education Guides)

AUTHOR:

SOURCE: National Indochinese Clearinghouse
Center for Applied Linguistics
1611 North Kent Street
Arlington, Virginia 22209

COPYRIGHT: 1978 1979 PRICE: free ORDER NO.: Gen. Inf. Series #9

SUBJECT AREA: Professional

NATIVE LANGUAGE: Vietnamese, Cambodian, Laos, Hmong

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 8

VCRD

DESCRIPTION

Headings of this small bibliography include:

Problems with bilingual dictionaries
Choosing a dictionary
List of dictionaries/glossaries

Annotation, publishers' addresses and prices are included. Although the series contains 20 titles, only the 5 listed in this guide were available in May, 1979.

COMMENTS

There are 19 titles of references included in the bibliography. This reflects the materials available in Indochinese, rather than inadequate searching of the writers.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: TEACHING ENGLISH AS A SECOND LANGUAGE: TECHNIQUES AND PROCEDURES

AUTHOR: Paulston and Bruder

SOURCE: Winthrop Publishers
17 Dunster St.
Cambridge, Mass. 02138

COPYRIGHT: 1976 1979 PRICE: $7.35 ORDER NO.: P332T 02138 05.011 01813A

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

● recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator: _____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
● charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf 0 stapled
0 plastic spine
● number of pages: 249

VCRD

DESCRIPTION

The text is directed to classroom teachers. Outlining procedures and techniques to be used in the ESL classroom from a very beginning level through intermediate to advanced levels, rather than oriented towards theory.

The 22 sections are divided into areas on grammar, speaking, pronunciation, listening comprehension, reading, and writing.

COMMENTS

A good resource text for ESL teacher: wide in scope; practical for both beginning and experienced teachers.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD MARYLAND

TITLE: TEACHING ENGLISH AS A SECOND LANGUAGE TO ADULTS: A HANDBOOK FOR TEACHERS

AUTHOR:

SOURCE: Vocational-Technical Curriculum Laboratory
Rutgers University
Kilmer Campus-Building 4103
New Brunswick, New Jersey 08903

COPYRIGHT: 1971 1979 PRICE: _____ ORDER NO. : EN-118

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
● generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)

● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
● charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
● loose leaf 0 stapled
0 plastic spine
● number of pages: 46

DESCRIPTION

This guide is a valuable source for both beginning and experienced teachers of ESL to adults. It includes an explanation of the audio-lingual approach and techniques utilizing it, as well as such aspects of lesson content as pronunciation, structure, vocabulary and socioculture content. Utilization of audiovisual aids and techniques for student evaluation are also included.

COMMENTS

This book can be helpful to teachers who want to improve curriculum content and methods of instruction for non-English-speaking adults. It may be of use in the disadvantaged vocational area as well.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE: TEACHING ENGLISH TO CAMBODIAN STUDENTS

AUTHOR:

SOURCE: National Indochinese Clearinghouse
Center for Applied Linguistics
1611 North Kent Street
Arlington, Virginia 22209

COPYRIGHT: 1978 1979 PRICE: free ORDER NO. : Gen. Info. Series #18

SUBJECT AREA: Professional

NATIVE LANGUAGE: Cambodian

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
● bibliography/references
0 performance objectives
● student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
● teachers handbook/manual
● simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
● generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 39

VCRD

DESCRIPTION

Table of Contents: Introducation, The Khmer Language, The Khmer Alphabet, Education and Literacy in Cambodia, Teaching English to Cambodian Refugees, English Pronunciation Lessons for Cambodians, Sources for Further Reference.

Easy-to-read, nontechnical, this resource is designed to acquaint the non-specialist with information about the Khmer language and education system, to give specific teaching materials for Cambodian students who have pronunciation problems.

Although the series contains 20 titles, only the 5 listed in this Guide were available in May, 1979.

COMMENTS

The teaching suggestions are clearly explained in a step-by-step manner. The practice drills do not focus on vocational subject areas, but the examples can be easily modified from the instructions given.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD MARYLAND

TITLE: TESTING THE READING ABILITY OF CAMBODIANS
(Indochinese Refugee Education Guides)

AUTHOR:

SOURCE: National Indochinese Clearinghouse
Center for Applied Linguistics
1611 North Kent Street
Arlington, Virginia 22209

COPYRIGHT: 1978 1979 PRICE: free ORDER NO.: Gen. Info. Series #7

SUBJECT AREA: Professional

NATIVE LANGUAGE: Khmer (Cambodia)

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm

0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes

0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w

0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
● secondary
0 post-secondary
● adult education

MATERIAL READABILITY

● large print format
● generous paragraph spacing
0 high interest motivator:

_____

0 reading level: _____ grade

(readability index: _____)
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 7

VCRD

DESCRIPTION

The purpose of this short booklet is to provide the American educator with a set of reading passages in Khmer to determing whether or not his/her Cambodian students can read Khmer.

Three Khmer passages are included: one from an elementary text, one from a secondary text, and one from a newspaper.

Some information on the Khmer alphabet and some transliterations are included.

COMMENTS

Resource is concise, practical, and to the point——a good, free aid to the teacher of Cambodian students.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: VIETNAMESE-ENGLISH PHRASEBOOK

AUTHOR:

SOURCE: National Indochinese Clearinghouse & Technical Assistance Center
Center for Applied Linguistics
1611 North Kent St.
Arlington, Virginia 22209

COPYRIGHT: 1975 1979 PRICE: tape-$6.00 book- 3.00 ORDER NO. : By title

SUBJECT AREA: Professional Resource

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

0 subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: 45 minutes /side
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
0 English only (ESL)
0 native language only

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
0 plastic spine
0 number of pages: 74

VCRD

DESCRIPTION

This Vietnamese Phrasebook is aimed at helping Americans who come in contact with refugees bridge the communication gap. Those who might find themselves being asked for information, direction, and assistance include staffs of volunteer agencies, administrators, teachers, sponsors, employers, etc.

The vocabulary items used in the sentences cover only the most common and basic situations. An additional 1500-word glossary is provided at the back of the book. Chapters include:

Introduction to the Vietnamese Language
How to Use This Phrasebook
Getting Started
For Sponsors - Introductions to the American Home, Social Etiquette, Common Everyday Activities, Shopping
For Employers and Supervisors
For Public and Private Agency Officials
For Teachers.

COMMENTS

The sentences are short and simple. To help the user, unfamiliar with Vietnamese orthography, to pronounce the words, a respelling based on English orthography has been given between slant lines below or next to each Vietnamese word or sentence. The pronunciation indicated is in the Southern Vietnamese dialect.

A cassette tape has been prepared to accompany this Phrasebook and is available at the MVCRDC. It gives the English phrase and the Vietnamese pronunciation. The pace is fast and there is no opportunity for user repetition without turning off the cassette.

0 RECOMMENDED 0 NOT RECOMMENDED

TITLE: VOCATIONAL EDUCATION CURRICULUM MATERIALS APPROPRIATE FOR UTILIZATION WITH LIMITED ENGLISH-SPEAKING STUDENTS OR BILINGUAL STUDENTS: BIBLIOGRAPHY

AUTHOR: Adams & Taylor

SOURCE: Center for Career and Vocational Teacher Education
Western Kentucky University
Bowling Green, Ky. 42101

COPYRIGHT: 1978 1979 PRICE: Free ORDER NO. : _____

SUBJECT AREA: Professional Resources

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator: _____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound 0 paperbound
0 loose leaf 0 stapled
● plastic spine
● number of pages: 161

VCRD

DESCRIPTION

This biliography for teachers or administrators is comprised of 3 main sections: I - Monolingual (other than English) and Bilingual Materials, II. - Vocational ESL Materials and III. Publishers cited. Only titles, author's last name and brief form of publisher's name are given. A wide range of fields and media types are represented. It was compiled as part of a study of bilingual education in Kentucky.

COMMENTS

While the lack of full information and lack of materials in languages other than Spanish and English may limit its usefulness, this bibliography may be helpful to someone trying to identify, as completely as possible, bilingual vocational materials.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE: VOCATIONAL EDUCATION FOR THE LIMITED ENGLISH-SPEAKING: A HANDBOOK FOR ADMINISTRATORS

AUTHOR: Witkowsky

SOURCE: Bilingual Education Service Center
500 South Dwyer Avenue
Arlington Heights, Illinois 60005

COPYRIGHT: 1979 PRICE: free ORDER NO. : by title

SUBJECT AREA: Professional Resources

NATIVE LANGUAGE: English

SPECIAL FEATURES FOR STUDENTS

0 develops self-worth concept
0 develops career awareness
0 develops favorable work attitudes/habits
0 identifies related work skills
0 promotes development of psychomotor skills
0 provides immediate feedback
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

INSTRUCTIONAL FORMAT

● subject specified (index/table of contents)
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
0 consumable materials included
0 review questions
0 pretest and/or post-test
0 answer key
0 teachers handbook/manual
0 simple directions

NON-PRINT MATERIAL FORMAT

0 film loop/strip _____mm
0 film reel to reel _____mm
0 35mm slides
0 35mm slides with cassette tapes
0 cassette tapes
0 length: _____ minutes
0 transparencies/transparency masters
0 games
0 color 0 b/w
0 other: _____

BILINGUAL FEATURES

0 recognition of cultural differences
0 progressive development of English skills
0 procedures for skill mastery specified
0 essential job vocabulary specified
0 interlinear translation
0 page-by-page translation
0 English translation with glossary
● English only (ESL)
0 native language only

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

MATERIAL READABILITY

0 large print format
0 generous paragraph spacing
0 high interest motivator:
_____
0 reading level: _____ grade
(readability index: _____)
● reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 color 0 b/w

PRINT MATERIAL FORMAT

0 hardbound ● paperbound
0 loose leaf ● stapled
0 plastic spine
● number of pages: 25

VCRD

DESCRIPTION

While designed specifically for Illinois educators and administrators, this handbook has valuable information, presented clearly and concisely, for any bilingual vocational program director. It summarizes the legislation, funding sources, types of identification and assessment needed, programmatic approaches, and services available in Illinois.

COMMENTS

Modification of this document to suit specific state needs might be a worthwhile goal for any other state department of education. While it is not detailed or wordy, it appears to contain the basic imformation needed to develop plans for adequately serving non-English speaking vocational students.

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APPENDIX

Many publishers were contacted during the search but not all had curriculum materials for bilingual vocational programs. The publishers and distributors, from whom resources were actually purchased and/or previewed by the MVCRDC, are listed below:

Arizona Bilingual Materials
Development Center
College of Education, Box 161
University of Arizona
Tucson, Arizona 85721

A. W. Peller & Associates, Inc.
Educational Materials
124 REA Avenue
Hawthorne, New Jersey 07506

BABEL Media Center
1038 Heing Street
Berkely, California 94710

Bilingual Education Services, Inc.
P. O. Box 669
1603 Hope Street
South Pasadena, California 91030

Bilingual Publications Company
1966 Broadway
New York, New York 10023

California State Department of
Education
721 Capitol Mall
Sacramento, California 95814

Career Aids, Inc.
8950 Lurline Avenue
Chatsworth, California 91311

Cinta Video
120 East 56th Street
New York, New York 10022

Development Associates, Inc.
Publications Division
P. O. Box 1665
Arlington, Virginia 22204

Developmental Learning Materials
Bilingual Materials
7440 Natchez Avenue
Niles, Illinois 60648

Dissemination and Assessment Center
for Bilingual Education
7703 North Lamar Blvd.
Austin, Texas 78752

Dissemination Center for Bilingual/
Bicultural Education
6504 Tracor Lane
Austin, Texas 78721

Educational Activities, Inc.
P. O. Box 392
Freeport, New York

Educational Design, Inc.
47 West 13th Street
New York, New York 10011

Sid Haas, Representative
903 Caddington Avenue
Silver Spring, Maryland 20901

English Language Services
14350 N.W. Science Park Drive
Portland, Oregon 96229

English Teaching Information Center
The British Council
10 Spring Gardens
London SWIA 2BN
London, England

ERIC
Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

Heffernan
School Supply Co., Inc.
2111 West Avenue
San Antonia, Texas 78201

IDRA
5833 Callaghan
Suite 350-111
San Antonio, Texas 78228

Illinois Office of Education
100 North First Street (E-426)
Springfield, Illinois 62777

Information/Education
3514 Mandeville Canyon Road
Los Angeles, California 90049

Institute of Modern Languages, Inc.
2622 Pittman Drive
Silver Spring, Maryland 20910

Lancaster-Lebanon Intermediate Unit
1110 Enterprise Road
East Petersburg, PA 17520

Lap Trong Le
45-8 Terrace Drive #9
San Diego, California 92116

Las Americas
International Book Center
37-A Union Square West
New York, New York 10003

Longman, Inc.
19 West 44th Street
New York, New York 10036

McMillan Publishing
Riverside, New Jersey 08075

Miller-Brody Productions, Inc
342 Madison Avenue
New York, New York 10017

Minnesota Instructional Materals Center
3554 White Bear Avenue
White Bear Lake, Missesota 55110

Modulearn, Inc.
32150 Camino Capistrano
San Juan Capistrano, California 92675

NADC
49 Washington Avenue
Cambridge, MA 02140

National Educational Media, Inc.
15760 Ventura Blvd.
Encino, California 91436

National Indochinese Clearing
and Techncial Assistance Center
Center for Applied Linguistics
1611 North Kent Street
Arlington, Virginia 22209

Newhouse Press
P. O. Box 76145
Los Angeles, California 90076

New Jersey Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

Oxford University Press, Inc.
16-00 Pollitt Drive
Fair Lawn, New Jersey 07410

P. A. R.
Abbott Park Place
Providence, Rhode Island 02903

Prentice-Hall, Inc.
Englewood Cliffs, New Jersey 0763

Prentice-Hall, Inc.
200 Old Tappan Ropad
Old Tappan, New Jersey 07675

Puerto Rican Congress of New Jerse
222 West State Street
Trenton, New Jersey 08608

Regents Publishing Company, Inc.
2 Park Avenue
New York, New York 10016

Soap and Detergent Association
475 Park Avenue South
New York, New York 10016

Southeast Asia Program
120 Uris Hall
Cornell University
Ithaca, New York 14853

Southwestern Publication Co.
925 Spring Road
Pelham Manor, New York 10803

Steck-Vaughn Company
P. O. Box 2028
Austin, Texas 78767

Texas Education Agency
1800 South Staples
Suite 211
Corpus Christi, Texas 78404

Charles E. Tuttle
Drawer F
Rutland, VT 05701

Vietnamese Engineering Society
3825 Meadowvale Blvd.
Richmond, Virignia 23234

Whirlpool Corporation
Consumer Affairs Training Center
Benton Harbor, MI 49022

Winthrop Publishers, Inc.
17 Dunster Street
Cambridge, MA 02138

Wisconsin Vocational Studies Cente
University of Wisconsin-Madison
964 Educational Sciences Building
1025 West Johnson Street
Madison, Wisconsin 53706

Zieleks Publications Company
11215 Sageland Drive
Houston, Texas 77089